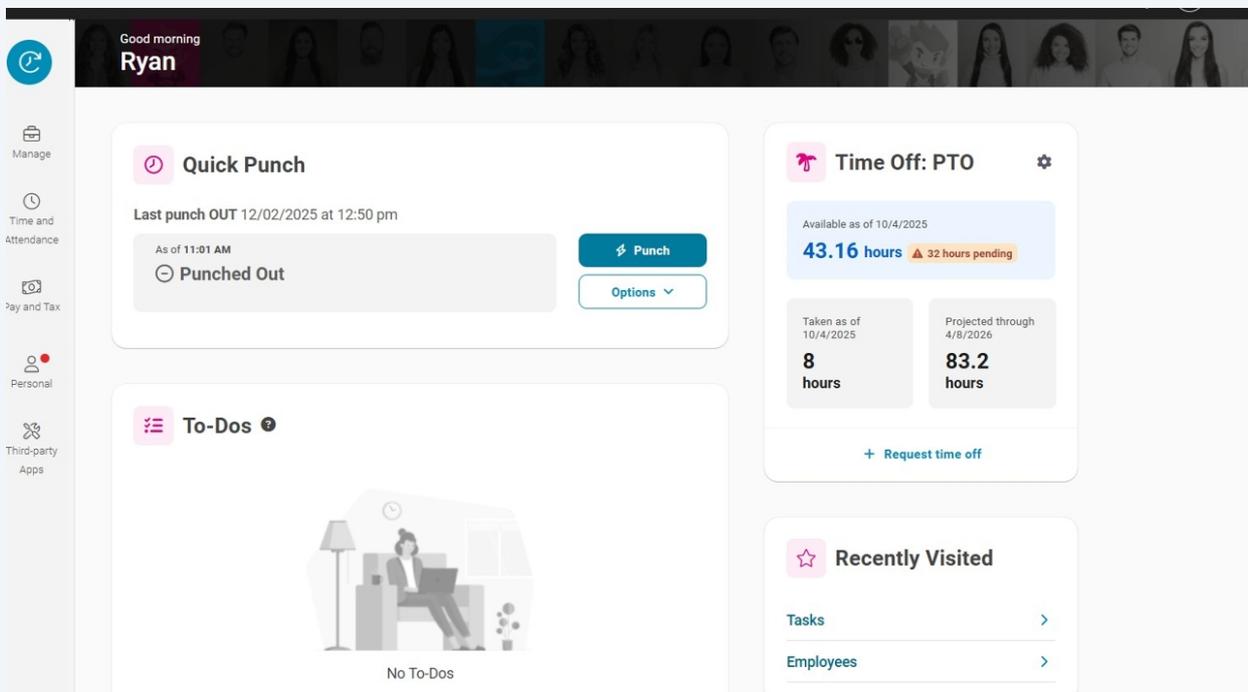# Occurrence Tracking - How to navigate to Classic View to see Occurrences and Alert Detail

This guide walks through how to see the Alerts that are attached to Occurrences.

The first steps show how to view the alerts, then at step 7 we show how to get into the other view to review the Occurrences.

1   Navigate to **https://aee.myisolved.com/management/dashboard**

2 Click "Manage"

3 Click "Tasks"

4 In the middle section you can view all Alerts. Click each Alert Level to see the different alerts

5 Click "Detail" to see the full list of alerts

6 Alert Details are shown here. Click on the employee name to go to their Time Card. You can also click Time Cards on the upper menu, to go to Time Cards.

7 Click The Squares in the top right and then Administration

8

Once you're in this view, you will see which days have alerts. Each block of time that has an alert will have a little alert triangle.

Click Alert Detail to see all the alerts.

9

Click "Return to Time Card"

10 Click here.

11 Here you can Review the Alerts.

12 Click "Save"

13 Click "Occurrences" to view the list of Occurrences

14   Here you can view all Occurrences for the employee and click the Edit button in order to view more detail or add notes.

15