

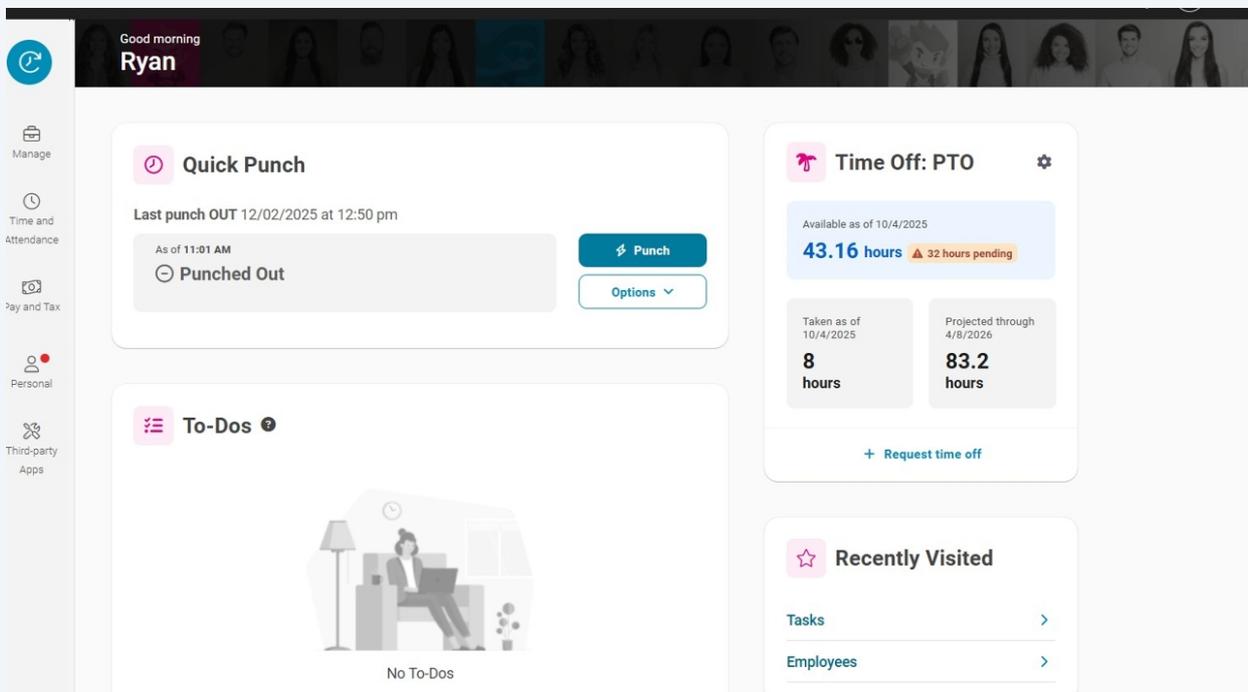
Occurrence Tracking - How to navigate to Classic View to see Occurrences and Alert Detail



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"

The screenshot shows the 'isolved' dashboard for user Ryan. The left sidebar contains several menu items: 'Manage' (highlighted with an orange circle), 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area is divided into three sections: 'Quick Punch' (showing 'Last punch OUT 12/02/2025 at 12:50 pm' and a 'Punched Out' status), 'Time Off: PTO' (showing '43.16 hours' available and '32 hours pending'), and 'To-Dos' (with an illustration of a person working). A 'Recently Visited' section is also visible at the bottom right.

3 Click "Tasks"

This screenshot is similar to the previous one, but the 'Manage' menu item in the left sidebar is expanded to show a sub-menu. The 'Tasks' sub-menu item is highlighted with an orange circle. The rest of the dashboard content remains the same.

4

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

The screenshot shows the 'solved' dashboard for 'Cynkar Technologies' on December 8. The 'Alerts' section is highlighted with an orange circle. It features a summary of alert levels: CRITICAL (2), HIGH (0), MEDIUM (0), and LOW (3058). Below this is a table of alerts:

Name	Date	Type	Department
CB Bailey Chris	12/05/2025	Missing Punch	
CB Bailey Chris	12/03/2025	Missing Punch	

The dashboard also includes a 'Status' section with a circular gauge showing 76 (In: 0, Out: 76) and a 'Pending transactions' section with 0 Punches, 378 Time card, 0 Time off, and 0 Updates. A '+ CREATE NEW' button is at the bottom of the pending transactions section.

5

Click "Detail" to see the full list of alerts

This screenshot is identical to the one above, but the 'DETAIL' button in the Alerts section is highlighted with an orange circle, indicating the next step in the tutorial.

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.

The screenshot shows the 'Alerts' page in the 'isolved' system. The page has a navigation bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The 'Alerts' page is currently active, showing a table of alerts. The table has columns for 'Name', 'Date', 'Type', 'Severity', 'Status', and 'EE ID'. The data is as follows:

Name	Date	Type	Severity	Status	EE ID
SS Stanley Sandra	12/05/2025	Unscheduled Absence	▲		0002
SS Stanley Sandra	12/05/2025	Missed Shift	▲		0002
GF Fieri, R Guy	12/05/2025	Unscheduled Absence	▲		0003
GF Fieri, R Guy	12/05/2025	Missed Shift	▲		0003
CB Bailey Chris	12/05/2025	Missing Punch	▲		0006
CB Bailey Chris	12/05/2025	Missed Shift	▲		0006
DM Miller Daniel	12/05/2025	Unscheduled Absence	▲		0007

7

Click The Squares in the top right and then Administration

The screenshot shows the 'Time Cards' page in the 'isolved' system. The page has a navigation bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The 'Time Cards' page is currently active, showing a 'Time Card View' for an employee named 'Bailey, Christopher'. The page shows a 'Verification Status' of 'Not Verified' and a 'Pay Period' of 'Sun, 11/30/2025-Sat, 12/13/2025'. The 'Time Card View' shows a grid of shifts for the days 30 (Sunday), 01 (Monday), 02 (Tuesday), and 03 (Wednesday). The shifts are as follows:

Day	Shift	Start	End
30 Sunday			
01 Monday	Shift Tallahassee 8-1	8:00a	1:00p
02 Tuesday	Shift Tallahassee 8-1	8:00a	1:00p
03 Wednesday	Shift Tallahassee 8-1	8:00a	1:00p

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.

Delivered by thread

Chris Bailey | Employee #: 0006 | Status: Active | Hire Date: 1/30/2023 | Work Location: DECATUR, GA | Department: | Client: CYN22 - CynTech | Company: Cynkar Technologies (Active)

Navigation: Verification: Unverified | Request Time Off | View Scheduler | Time Card Report | Schedule Report | **Alert Detail**

Time	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Total
12:00 AM	-	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-	-	-
8:00 AM	8:00 AM-5:00 PM 9.00 hrs	-	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	5:00 PM	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-	-
Total Hours	9.00								8.00		17.00

9

Click "Return to Time Card"

Delivered by thread

Chris Bailey | Employee #: 0006 | Status: Active | Hire Date: 1/30/2023 | Work Location: DECATUR, GA | Department: | Client: CYN22 - CynTech | Company: Cynkar Technologies (Active)

Navigation: Verification: Unverified | Request Time Off | View Scheduler | Time Card Report | Schedule Report | **Return to Time Card**

Date	Time	Alert	Status	Severity	Points	Reviewed User	Reviewed Date/Time	Punch/Hour Notes	Reviewed Notes
12/1/2025	8:00 AM	Missed Shift	▼	Low					
12/1/2025	8:00 AM	Unscheduled Absence	▼	Low	5.00				
12/2/2025	8:00 AM	Missed Shift	▼	Low					
12/2/2025	8:00 AM	Unscheduled Absence	▼	Low	5.00				
12/3/2025	10:17 AM	Missing Punch	5	Critical					
12/4/2025	8:00 AM	In Grace	▼	Low					
12/5/2025	8:00 AM	Missed Shift	▼	Low					
12/5/2025	5:00 PM	Missing Punch	5	Critical					

Buttons: Save, Cancel

10 Click here.

Date	Time	Alert	Status	Severity	Points	Reviewed User	Reviewed Date/Time	Punch/Hour Notes	Reviewed Notes
12/1/2025	8:00 AM	Missed Shift		Low					
12/1/2025	8:00 AM	Unscheduled Absence		Low	5.00				
12/2/2025	8:00 AM	Missed Shift		Low					
12/2/2025	8:00 AM	Unscheduled Absence		Low	5.00				
12/3/2025	10:17 AM	Missing Punch		Critical					
12/4/2025	8:00 AM	In Grace		Low					
12/5/2025	8:00 AM	Missed Shift		Low					
12/5/2025	5:00 PM	Missing Punch		Critical					

11 Here you can Review the Alerts.

Date	Time	Alert	Status	Severity	Points	Reviewed User	Reviewed Date/Time	Punch/Hour Notes	Reviewed Notes
12/1/2025	8:00 AM	Missed Shift	Reviewed	Low					
12/1/2025	8:00 AM	Unscheduled Absence		Low	5.00				
12/2/2025	8:00 AM	Missed Shift		Low					
12/2/2025	8:00 AM	Unscheduled Absence		Low	5.00				
12/3/2025	10:17 AM	Missing Punch		Critical					
12/4/2025	8:00 AM	In Grace		Low					
12/5/2025	8:00 AM	Missed Shift		Low					
12/5/2025	5:00 PM	Missing Punch		Critical					

12 Click "Save"

Delivered by thread

Chris Bailey Pay Group: Bi-Weekly Hourly: ###### Work Location: DECATUR, GA Department: Client: CYN22 - CynTech
Employee #: 0006 Status: Active Hire Date: 1/30/2023 Team: Location: Company: Cynkar Technologies (Active)

Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report Return to Time Card

Date	Time	Alert	Status	Severity	Points	Reviewed User	Reviewed Date/Time	Punch/Hour Notes	Reviewed Notes
12/1/2025	8:00 AM	Missed Shift	Reviewed	Low					
12/1/2025	8:00 AM	Unscheduled Absence		Low	5.00				
12/2/2025	8:00 AM	Missed Shift		Low					
12/2/2025	8:00 AM	Unscheduled Absence		Low	5.00				
12/3/2025	10:17 AM	Missing Punch		Critical					
12/4/2025	8:00 AM	In Grace		Low					
12/5/2025	8:00 AM	Missed Shift		Low					
12/5/2025	5:00 PM	Missing Punch		Critical					

Save Cancel

13 Click "Occurrences" to view the list of Occurrences

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Employee Self-Service
- Employee Welcome
- My Dashboard
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- Time Card
- Employee Absences
- Employee Calendar
- Admin Calendar
- Occurrences
- Corrective Actions
- Turbo Tax

	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12
12:00 AM	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-
9:00 AM	-8:00 AM-5:00 PM ▲ 9.00 hrs	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-
5:00 PM	-	▲ 5:00 PM	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-
Total Hours	9.00								8.00
Earning Summary									
Hourly Regular	9.00								
PTO									8.00
Labor Summary									
Department	9.00								8.00

© 2025

14

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

Occurrences

1 of 76 | Chris Bailey | Employee # 0006 | Status: Active | Pay Group: Bi-Weekly | Hourly: ##### | Hire Date: 1/30/2023 | Work Location: DECATUR, GA | Department: | Location: | Client: | Company:

Occurrences

+ Add New | Expand All Groups | Collapse All Groups | Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Occurrence Type	Occurrence Date	Policy	Policy Status	Points	Point Reset Date	Description
 	Unscheduled Absence	10/22/2025	Attendance Policy	Active	5	10/22/2026	
 	Unscheduled Absence	10/23/2025	Attendance Policy	Active	5	10/23/2026	
 	Unscheduled Absence	10/24/2025	Attendance Policy	Active	5	10/24/2026	
 	Unscheduled Absence	10/27/2025	Attendance Policy	Active	5	10/27/2026	
 	Unscheduled Absence	10/28/2025	Attendance Policy	Active	5	10/28/2026	
 	Unscheduled Absence	10/29/2025	Attendance Policy	Active	5	10/29/2026	
 	Unscheduled Absence	10/30/2025	Attendance Policy	Active	5	10/30/2026	
 	Unscheduled Absence	10/31/2025	Attendance Policy	Active	5	10/31/2026	
 	Left Early	11/3/2025	Attendance Policy	Active	1	11/3/2026	
 	Unscheduled Absence	11/6/2025	Attendance Policy	Active	5	11/6/2026	
 	Unscheduled Absence	11/7/2025	Attendance Policy	Active	5	11/7/2026	
 	Left Early	11/11/2025	Attendance Policy	Active	1	11/11/2026	
 	Unscheduled Absence	11/17/2025	Attendance Policy	Active	5	11/17/2026	
 	Unscheduled Absence	11/18/2025	Attendance Policy	Active	5	11/18/2026	
 	Unscheduled Absence	11/19/2025	Attendance Policy	Active	5	11/19/2026	

15

Occurrences

1 of 76 | Chris Bailey | Employee # 0006 | Status: Active | Pay Group: Bi-Weekly | Hourly: ##### | Hire Date: 1/30/2023 | Work Location: DECATUR, GA | Department: | Location: | Client: | Company:

Occurrences

Save | Go Back to List

Occurrence

* Type of Occurrence: **Unscheduled Absence**
Occurrence Date: **10/22/2025**
Policy: Attendance Policy
Points: 5
Point Reset Date: 10/22/2026

Details

Description: Alerts to Occurrences
10/22/2025

Notes: