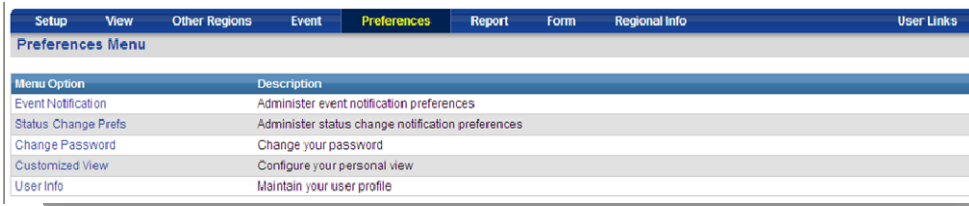


## Setting up Event Notifications

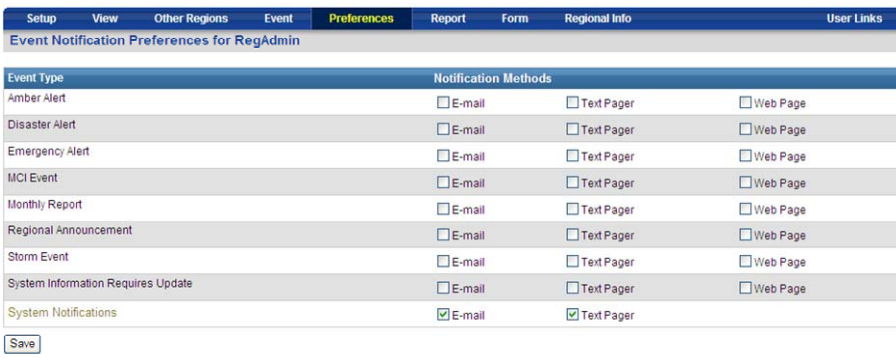
1. Login to EMResource.
2. Click on the "Preferences" tab.



The screenshot shows the 'Preferences Menu' in the EMResource application. The 'Preferences' tab is selected in the top navigation bar. The menu lists several options with their descriptions:

Menu Option	Description
Event Notification	Administer event notification preferences
Status Change Prefs	Administer status change notification preferences
Change Password	Change your password
Customized View	Configure your personal view
User Info	Maintain your user profile

3. Click on "Event Notification".



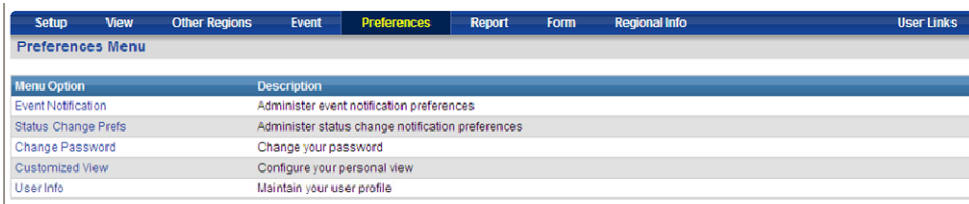
The screenshot shows the 'Event Notification Preferences for RegAdmin' page. It features a table with columns for 'Event Type' and 'Notification Methods'. The notification methods are E-mail, Text Pager, and Web Page. A 'Save' button is located at the bottom left.

Event Type	Notification Methods		
Amber Alert	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Disaster Alert	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Emergency Alert	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
MCI Event	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Monthly Report	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Regional Announcement	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Storm Event	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
System Information Requires Update	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
System Notifications	<input checked="" type="checkbox"/> E-mail	<input checked="" type="checkbox"/> Text Pager	

4. Select the events you are interested in and specify how you would like to receive the notifications. Click on "Save" when finished.
  - a. Email: Receive notifications via e-mail.
  - b. Text pager: Receive notifications via text pager or cell phone (granted the cell phone has text messaging capabilities).
  - c. Web Page: Receive notifications via a pop-up message on EMResource.

## Setting up Status Change Notifications

1. Login to EMResource.
2. Click on the "Preferences" tab.



This screenshot is identical to the one above, showing the 'Preferences Menu' in the EMResource application with the 'Preferences' tab selected.

Menu Option	Description
Event Notification	Administer event notification preferences
Status Change Prefs	Administer status change notification preferences
Change Password	Change your password
Customized View	Configure your personal view
User Info	Maintain your user profile

3. Click on "Status Change Prefs" and then click on "Add" or "Edit".
4. Select the facilities you are interested in being notified for by selecting them. Click on "Ok" when finished. You may also search for facilities in the search box at the top of the page.

Select a Resource to set Status Change Notification Preferences

\*\* indicates the information is required.

Search: (Any Resource Type) AND Resource Name Contains Search Show All

Resource Name	Resource Type
<input checked="" type="checkbox"/> 450051 Methodist Dallas Transplant Inst.	RAC E - Arlington
<input type="checkbox"/> 450211 Henderson Kidney Disease Center	RAC H - Lufkin
<input checked="" type="checkbox"/> 450271 Wise Reg Health Sys Dialysis Ctr	RAC E - Arlington
<input type="checkbox"/> 450508 Memorial Hospital	RAC H - Lufkin
<input type="checkbox"/> 450584 Wilbarger Gen Hosp Dial of Vernon	RAC C- Wichita Falls
<input type="checkbox"/> 45066F Dallas Veterans Medical Center	RAC E - Arlington
<input type="checkbox"/> 45068F William Beaumont AMC	RAC I - El Paso
<input type="checkbox"/> 45071F Carswell Airforce Base Med Ctr	RAC E - Arlington
<input type="checkbox"/> 452501 FMC PD Services of Dallas	RAC E - Arlington
<input type="checkbox"/> 452506 Dialysis Center of Lubbock	RAC B - Lubbock
<input type="checkbox"/> 452510 North Texas Dialysis Center	RAC C- Wichita Falls

5. Tell the system when you want to be notified by specifying a number range. Click on "Save" when finished. (For example, if you want to be notified when the number is above 10 and below 2, you would enter 10 in the "Above" field and 2 in the "Below" field.)
  - a. Email: Receive notifications via e-mail.
  - b. Text pager: Receive notifications via text pager or cell phone (granted the cell phone has text messaging capabilities).
  - c. Web Page: Receive notifications via a pop-up message on EMResource.

Status Change Notification Preferences

Editing 1 of 2 selected records

Save Cancel

RAC E - Arlington — 450051 Methodist Dallas Transplant Inst.

**Daily Status Types**

1. Patient Capacity

Above: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Below: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page

2. # Dialysis Patients

Above: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Below: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page

3. # PD

Above: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Below: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page

4. # Home Hemo

Above: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Below: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page

5. # Isolation Patients

Above: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page
Below: <input type="text"/>	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page

## Updating Contact Information

1. Login to EMResource.
2. Click on the "Preferences" tab.

Setup	View	Other Regions	Event	Preferences	Report	Form	Regional Info	User Links
<b>Preferences Menu</b>								
Menu Option	Description							
Event Notification	Administer event notification preferences							
Status Change Prefs	Administer status change notification preferences							
Change Password	Change your password							
Customized View	Configure your personal view							
User Info	Maintain your user profile							

3. Click on "User Info".
4. Enter a valid e-mail address or text pager address.
  - a. You may enter more than one address by separating them with a comma.
  - b. When entering a text pager address, do not use dashes.
  - c. When entering a text pager address, keep in mind that your phone number alone will not suffice. (For example, a text pager address should look similar to 1234567890@tmomail.net.) If you are unsure of what your text pager address would be, please contact EMSystem Technical Support.

\*\* indicates the information is required.

Full Name: EMSystem Admin

Organization: EMSystem

Contact Phone:

E-Mail Addresses (comma separate multiple addresses): help@emsystem.com

Text Pager Addresses (comma separate multiple addresses): 1234567890@cingularme.com

Default View: Region Default

High Contrast View:  Check to display in high contrast for better readability.

Opt Out of User Info Reminders:  Check to NOT receive reminder e-mails.

Expired status e-mails:  Check to receive expired status notifications via EMail.

Expired status pages:  Check to receive expired status notifications via Pager.

Notification Overview

Type	All Notifications	Include Resource Summary	At All Times	Exclude Time Range	From	To
E-mail	<input checked="" type="radio"/> On <input type="radio"/> Off	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Text Pager	<input checked="" type="radio"/> On <input type="radio"/> Off	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	01:00	05:00
Web Page	<input checked="" type="radio"/> On <input type="radio"/> Off		<input checked="" type="radio"/>	<input type="radio"/>		

Save Cancel

5. You may turn your notifications on or off at the bottom of the screen. You may also choose to exclude certain time frames and not receiving notifications during that time.