

To set up the automatic Notification system within Therap, you must go through a two step process within each provider account you wish to receive notifications from.

To enable Notifications, click on the 'My Profile' link and select the 'Enable Notification' option. Users will be able to select this option from their 'My Profile' page. Users will need to have the 'Enable Notification' option selected, for each Child Provider.

#### My Account

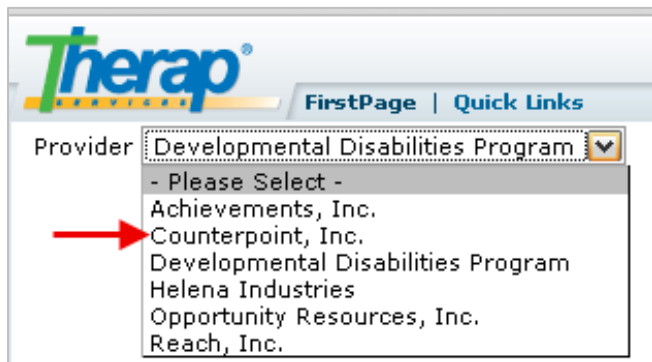
[My Profile](#) ←  
[Change Password](#)  
[Configure Notification Info](#)  
[Configure Notification Profile](#)  
[Numeric Pager Codes](#)

#### Personal Information

First Name: Ray  
Last Name: Helper  
User Initials: \* RH [Check Availability](#)  
Gender: ☒ Male ☐ Female  
Race: - Please Select -  
Street Address:   
City: Helena  
State: MONTANA  
Zip Code: 59604  
Home Phone Number:   
Mobile/Cellular Phone Number: 403-123-4567  
Temporary Phone Number:  Extension:   
Phone Number Comments:   
E-Mail Address: demo-user@email.com  
Enable Notification: ☒  
Last Updated Date: 09/24/2009  
Time Zone: \* US/Mountain

Login to the Therap system using your Cross Provider login.

### Step 1: Configure Notification Profile



Provider: Developmental Disabilities Program  
- Please Select -  
Achievements, Inc.  
Counterpoint, Inc.  
Developmental Disabilities Program  
Helena Industries  
Opportunity Resources, Inc.  
Reach, Inc.

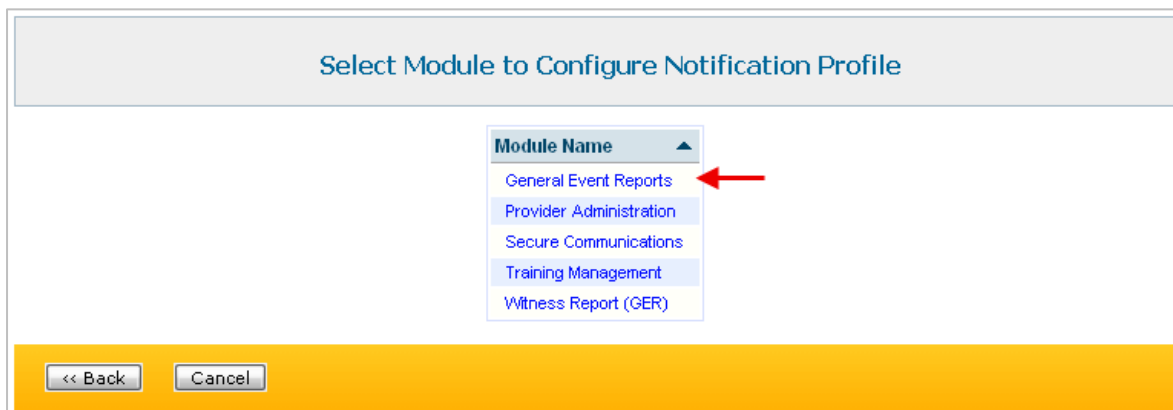
1) On your FirstPage, click on the 'Provider' drop down menu at the top, to select the Child Provider for which you would like to receive Notifications.

#### My Account

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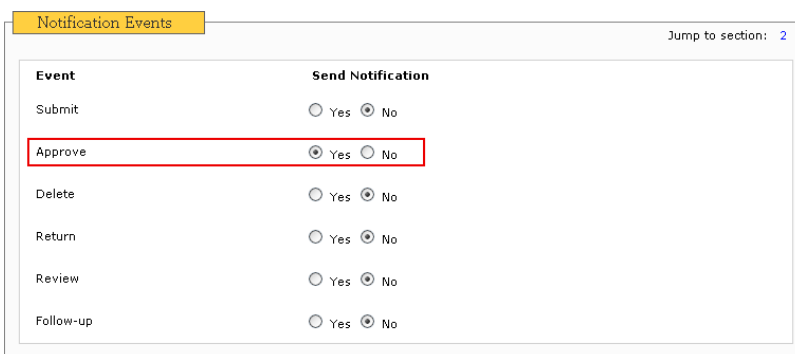
2) Once you have selected the desired Child Provider, click on the **Configure Notification Profile** link in the 'My Account' area of your FirstPage.

3) Next, click on the particular module for which you would like to receive Notifications. (For example: General Event Reports, Secure Communications, etc.)

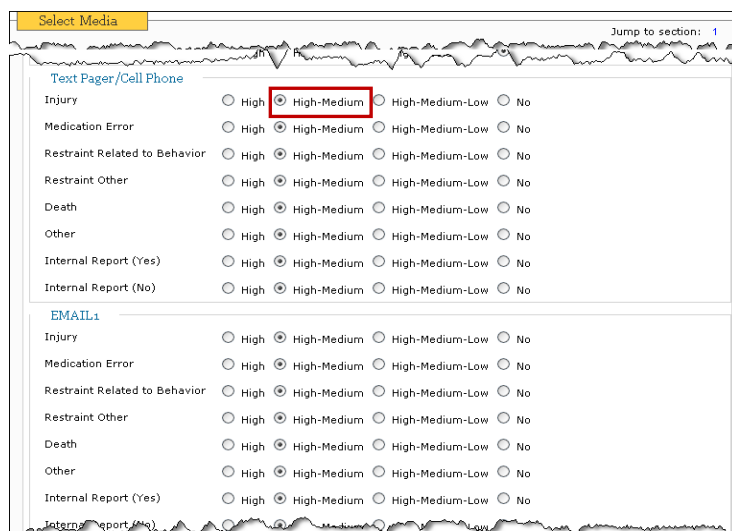


4) On the next page, you will be able to configure your Notification Profile.

From the 'Notification Events' section, select the event for which you wish to receive Notifications. For example, if you wish to receive a Notification whenever a GER is 'Approved' in the agency you have selected, select the 'Yes' option for the **Approve** field.



Event	Send Notification
Submit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Approve	<input checked="" type="radio"/> Yes <input type="radio"/> No
Delete	<input type="radio"/> Yes <input checked="" type="radio"/> No
Return	<input type="radio"/> Yes <input checked="" type="radio"/> No
Review	<input type="radio"/> Yes <input checked="" type="radio"/> No
Follow-up	<input type="radio"/> Yes <input checked="" type="radio"/> No



Event	High	High-Medium	High-Medium-Low	No
Injury	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medication Error	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restraint Related to Behavior	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restraint Other	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Death	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal Report (Yes)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal Report (No)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next, in the 'Select Media' section, select the media and the type of GERs for which you wish to be notified. To receive Notifications via Cell Phone and Email; only for GERs that are of Medium or High Notification Level, select the High-Medium option.

5) Click on the 'Save' button to save the Notification Profile settings.

## Step 2: Configure Notification Information

1) Once you have selected the desired Child Provider, click on the **Configure Notification Info** link in the 'My Account' area of your FirstPage.

**Note: If you are unable to find this link, click on the **My Profile** link and select the 'Enable Notification' option.**

My Account	
My Profile	
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2) Next, on the **User Notification Information** page, enter your Cell Phone details and Email address.

User Notification Information

Numeric Pager

Pager Email:

OR

Pager Co:

- Please Select -

Pager PIN:

Time

On:

am

pm

Off:

am

pm

(Leave adjacent Time On/Off fields blank if the pager always remain on.)

Text Pager/Cell Phone

Pager Email:

1234567890@vtext.com

OR

Pager Co:

- Please Select -

Pager PIN:

Time

On:

05

00

am

pm

Off:

01

00

am

pm

(Leave adjacent Time On/Off fields blank if the pager always remain on.)

EMAIL1

Email:

demo-user@email.com

EMAIL2

Email:

Cancel

Save

3) Click on the 'Save' button at the bottom of the page, to save your contact details. Notifications will automatically be sent to the cell phone or email address you have provided.

**Note: To refer to Numeric Pager Codes, click on the **Numeric Pager Codes** link in the My Account area of your FirstPage.**

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