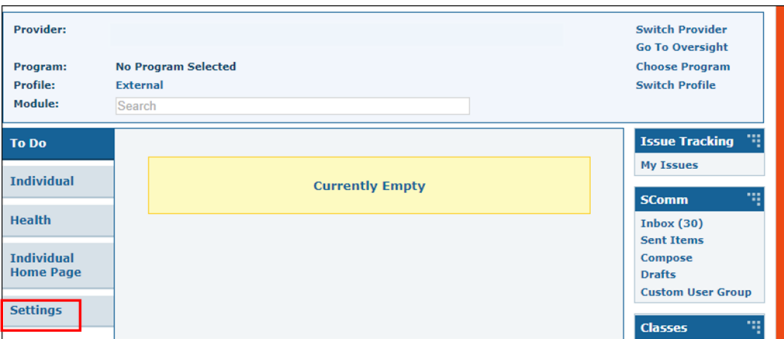
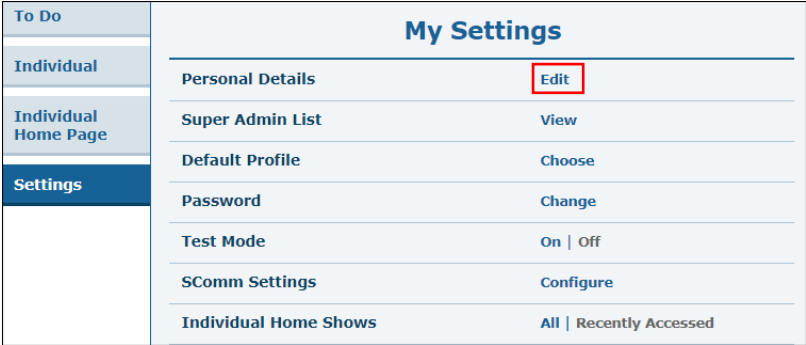
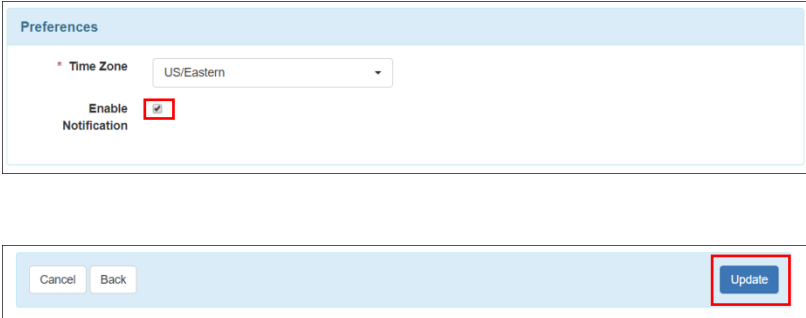


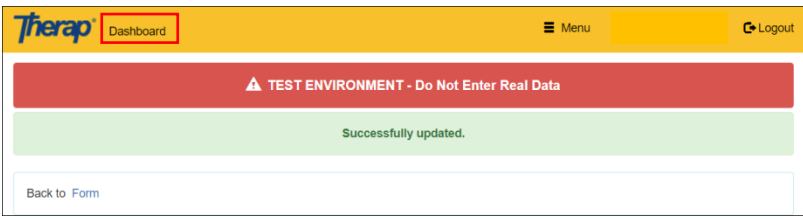
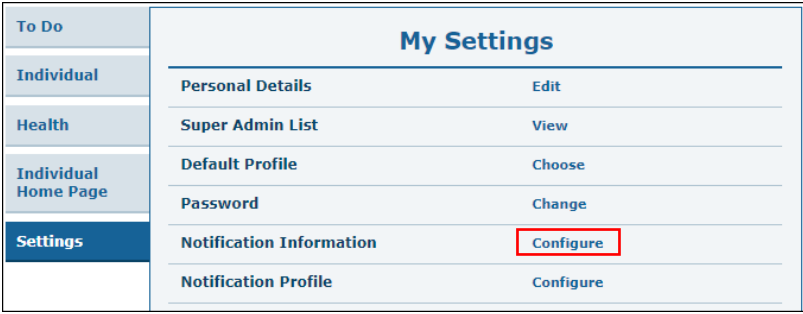
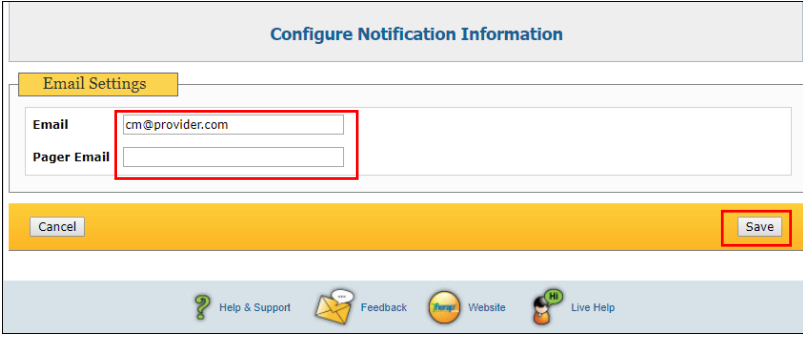
# HOW TO: CONFIGURE USER ACCOUNTS NOTIFICATION

Steps that will be used in this How-To process.

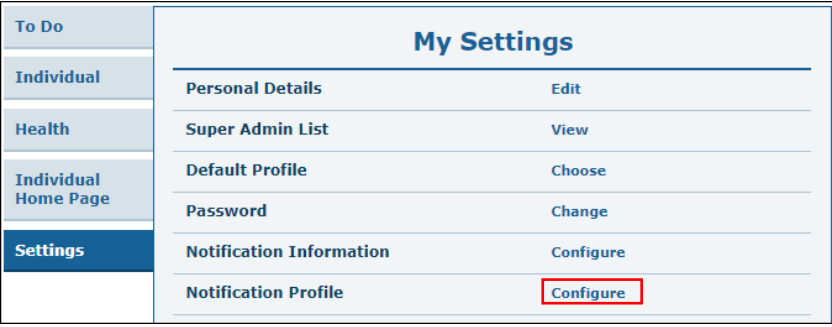
1. Configure Notification Information
2. Configure Notification Profile

## CONFIGURE NOTIFICATION

1) Log in to Therap	<a href="https://secure.therapservices.net/auth/login">https://secure.therapservices.net/auth/login</a>
2) From dashboard click the <i>Settings</i> tab.	 <p>The screenshot shows the Therap dashboard. On the left, there is a sidebar with tabs: To Do, Individual, Health, Individual Home Page, and Settings. The Settings tab is highlighted with a red box. The main content area shows a 'Currently Empty' message. On the right, there are links for 'Switch Provider', 'Go To Oversight', 'Choose Program', and 'Switch Profile'.</p>
3) From the Setting Tab, click on the <i>Edit</i> link next to Personal Details under the My Settings section.	 <p>The screenshot shows the 'My Settings' page. On the left, there is a sidebar with tabs: To Do, Individual, Individual Home Page, and Settings. The Settings tab is highlighted. The main content area shows a table with settings. The 'Personal Details' row has an 'Edit' link highlighted with a red box. Other settings include 'Super Admin List' (View), 'Default Profile' (Choose), 'Password' (Change), 'Test Mode' (On   Off), 'SComm Settings' (Configure), and 'Individual Home Shows' (All   Recently Accessed).</p>
4) Navigate to the Preferences section and check the <i>Enable Notification</i> box if unchecked then click <i>Update at the bottom</i> .	 <p>The screenshot shows the 'Preferences' section. It has a 'Time Zone' dropdown set to 'US/Eastern'. Below it, there is a checkbox labeled 'Enable Notification' which is checked and highlighted with a red box. At the bottom, there are 'Cancel', 'Back', and 'Update' buttons. The 'Update' button is highlighted with a red box.</p>

<p>5) From the success message pop up window, click on <i>Dashboard</i> to configure notification.</p>	
<p>6) Click on the <i>Configure</i> link beside Notification Information option under the Setting tab.</p>	
<p>7) From the Configure Notification Information screen, enter information for the type of media you would like to receive notification through.</p> <p>4.1)- Email addresses where your notification can be sent</p> <p>4.2)- Pager Email addresses where your notification can be sent</p>	
<p>8) Click on the <i>Save</i> button to save the entered information.</p>	<p>See above screenshot</p>

## CONFIGURE NOTIFICATION PROFILE

<p>1) From the Dashboard, click on the <i>Configure</i> link beside “Notification Profile” option under the Setting tab.</p>	
--	--

- 2) On the 'Select Module to Configure Notification Profile' page, select a module from the list by clicking on its name.

2.1)-You can sort the list in ascending or descending order by clicking on the small arrow head

- 3) Next, in the “Notification Events” section, select “Yes” for the type of action or event you would like to receive notifications for.

3.1)-The “Select Media” section on the same screen, allows you to select the appropriate options for which you would like to receive notifications for subdivided by the type of media you would prefer for each notification.

Event	Send Notification
Submit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Approve	<input checked="" type="radio"/> Yes <input type="radio"/> No
Return	<input checked="" type="radio"/> Yes <input type="radio"/> No
Delete	<input checked="" type="radio"/> Yes <input type="radio"/> No
Discontinue	<input checked="" type="radio"/> Yes <input type="radio"/> No
Change Request Created	<input type="radio"/> Yes <input checked="" type="radio"/> No
Change Request Closed	<input checked="" type="radio"/> Yes <input type="radio"/> No
Review Closed	<input type="radio"/> Yes <input checked="" type="radio"/> No

Media Type	Yes	No
Email	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> No
Pager Email	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> No
Secure Communications	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> No

- 4) To save your changes, click on the **Save** button at the bottom of the page to save the Notification Profile settings.

4.1) –The **Disable** button at the bottom of the page allows you to disable all notification settings you may have set up.

**Note:** This profile will then be applied to all the Caseloads that the user has access to. For instance, if you have access privileges for Caseload A and Caseload B, you will receive notifications for both Caseloads A and B, based on the settings you selected earlier.

- 5) Once you are done the **Show Module List** link will appear on the succeeding

page. This allows you to go back to the 'Select Module to Configure Notification Profile' page, to set up notifications for other modules if required.

