

## Notification/Alert System

**Setup Notification/Alert** to display what notification/alerts you either want or do not want BlueStep to generate.

**Step 1.** Select the link, "Community Record", within the "Community" module. Then select the link, "Setup: Notification Settings".



**Step 2.** Setup the community notifications. If your organization has multiple communities, then each community will need to setup their notification settings as seen below.

隊 Setup: Notifica	tion Settings	Unlocker Fully Loc Can Only	d v ked Add	Fully Locked: notifications.	Staff can't change any of their
* Required Notification Edit Level What level you want the staff to edit what notifications they get ALERT NOTIFICATIONS	k Unlocked ▼	Unlocked	3	Can Only Add but can't remo Unlocked: Sta their notificati	Staff can only add notifications ove any of their notifications. ff can add and/or remove any of ons.
Alert Notifications Status Alert Send Method Allowed Alert Notifications	<ul> <li>On Off</li> <li>Group Individualiz</li> <li>Complaint</li> <li>Incident Report</li> <li>Maintenance Request</li> <li>Medication Count Off</li> <li>Medication Refused</li> </ul>	ed Monthly Nursing Assessment New Discharge/Transfer New Doctor's Orders New Inquiry New Medication	<ul> <li>✓ PRN Effer</li> <li>✓ Q2 Check</li> <li>✓ Quarterly</li> <li>✓ Service P</li> </ul>	ctiveness Reminder Nursing Assessment Ian Due	Check each alert, email or text notification you would like your staff to have the option of being notified about.
EMAIL NOTIFICATIONS Email Notifications Status Allowed Email Notifications	<ul> <li>On Off</li> <li>Complaint</li> <li>Incident Report</li> <li>Maintenance Request</li> <li>Medication Count Off</li> </ul>	<ul> <li>Monthly Nursing Assessment</li> <li>New Discharge/Transfer</li> <li>New Doctor's Order</li> <li>New Inquiry</li> </ul>	<ul> <li>✓ New Med</li> <li>✓ Quarterly</li> <li>✓ Service P</li> </ul>	ication Nursing Assessment Ian Due	<b>Note:</b> Checking these boxes will not automatically start alerting your staff. This will only give the staff the option
Text Notifications Status Allowed Text Notifications	<ul> <li>On Off</li> <li>Complaint</li> <li>Incident Report</li> <li>Maintenance Request</li> <li>Medication Count Off</li> </ul>	<ul> <li>Monthly Nursing Assessment</li> <li>New Discharge/Transfer</li> <li>New Doctor's Order</li> <li>New Inquiry</li> </ul>	<ul> <li>✓ New Medication</li> <li>✓ Quarterly Nursing Assessment</li> <li>✓ Service Plan Due</li> </ul>		to select the notification. Notifications need to be set- up on a staff by staff basis.
* Required	(Save) (Save and Refresh)	Cancel			



**Step 3.** Setup the staff's notification by selecting a staff's record. This will need to be completed for each staff record needing notifications.

needing notifications.	[+/-] View By Photos				
	ጭAll Staff ₽	∰All Staff ∂			
HR/Staff	Search By Search For First Name  Search within current results				
Add New Staff   Select Staff   Staff Reports	Select Full Name Email Address Date Hir	red			
	Select Smith, Mary msmith@bluestep.net 09/12/20 Select Staff, Test	2014			

**Step 4.** Select the link, "Notification Settings". **Note:** The notification/alerts are no longer located on the "Employment Info" form.

Smith, Mary	Notification Settings					
Summary Name and E-mail						
Online Profile Contact Information	ALERT NOTIFICATIONS					
	Any selected option will enable the alert notification to be sent to this staff member.					
Notification Settings	Alert Notifications	Complaint	Monthly Nursing Assessment	PRN Effectiveness		
Document Library Relationships		<ul> <li>Incident Report</li> <li>Maintenance Request</li> <li>Medication Count Off</li> </ul>	New Discharge/Transfer	Q2 Check Reminder     Quarterly Nursing Assessment     Service Plan Due		
Schedule Record Categories		Medication Refused	New Medication	Service Han Due		
Change Unit Remove User Account	Uncharted Medication	2 Hour Uncharted Medica	tion <b>v</b>			
	EMAIL NOTIFICATIO	NS				
	Any selected option will enable the e-mail notification to be sent to this staff member. This staff member MUST have a valid e-mail a					
	Email Notifications	Complaint Incident Report Maintenance Request Medication Count Off	<ul> <li>Monthly Nursing Assessment</li> <li>New Discharge/Transfer</li> <li>New Doctor's Order</li> <li>New Inquiry</li> </ul>	<ul> <li>New Medication</li> <li>Quarterly Nursing Assessment</li> <li>Service Plan Due</li> </ul>		
	TEXT NOTIFICATION	IS				
	Any selected option will enable the text notification to be sent to this staff member's cell phone as a text message. The speed of delivery market record.					
	Text Notifications	Complaint Incident Report Maintenance Request Medication Count Off	<ul> <li>Monthly Nursing Assessment</li> <li>New Discharge/Transfer</li> <li>New Doctor's Order</li> <li>New Inquiry</li> </ul>	<ul> <li>New Medication</li> <li>Quarterly Nursing Assessment</li> <li>Service Plan Due</li> </ul>		
	COMMUNITIES					
	Select the communities you would like to get notifications for.					
	Communities 🚽	🛛 🖉 Demo Unit 🛛 🖻 Te	mplate Assisted (Top Level) 🛛 🖉	Unit#1		
	* Required	Save Vave and Refresh	Cancel			
L						
		•	•	•		

If the staff record is located on a top level unit (an umbrella unit that oversees more than one sub-unit), you can select which sub-units you would like notification/alerts for.

**Note:** If you have more than one staff record, for the purpose of getting notifications from multiple subunits, then these additional records can be discharged, as they are no longer needed since notifications are now triggered from one record located at the top level.



Step 5. Setup a staff's email and/or cellphone number to get "Email Notifications" and/or "Text Notifications".

Select a staff record and select the link "Name and E-mail" to enter their email, or "Contact Information" to enter their cellphone number and their cell phone carrier.

Smith, Mary	Vpdate your personal information.
Summary	* Required
Name and E-mail Online Profile Contact Information	First Name * Mary Preferred First Name Middle Name Last Name * Smith
	Name Suffix  Email  msmith@bluestep.net

Smith, Mary				
Summary Name and E-mail	HOME INFORMA	TION mation for your primary residence.		
Online Profile Contact Information	Address City State Zip code Phone Cell Phone Cell Phone Carrier Fax	123 North Layton UT 84041 (801) <u>363 3043</u> (801) 555-1212 T-Mobile <b>v</b>		

Please contact Client Care for any questions.

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