Manage Status Change Notifications

The *Status Change Preferences* page allows you to specify how a person should be notified when the status changes for resources and sub-resources to which they have access. From this page you can:

- Access the user's preferences
- Add a notification preference
- Edit an existing preference
- Delete a notifications for a resource

For details on automated alerts and notifications, refer to Notification Types.

Note the following about these preferences:

- When searching for sub-resources, you can enter both the sub-resource name and the resource's name in the **Name** field. This will help narrow your search results.
- The fields that appear in the *Edit Status Change Preferences* page depend on the type of resource and the status types associated with it.
- For number and saturation score statuses, you can specify **Above** and **Below**. They are primarily used for setting notification thresholds. For example, a user can choose to be notified only when an ED's saturation score exceeds a certain number.

To add a status change notification preference

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. Locate the person and, on that row, click their **Full Name**. The *View User* page opens.
3. At the top, click **Preferences** and, in the list, click **Status Change Notifications**. The *Status Change Preferences* page opens.
4. Click **Add**. The *Find Resources* page opens.
5. In the *What?* and *Where?* sections, enter the **Name**, **Category**, **Region** and/or other location information for a resource.
6. Click **Search**. The resources that match your search criteria appear below.
7. Select the check box for each resource you want to edit.
8. Click **Notifications**. The *Edit Status Change Preferences* page opens for the selected resource. If you selected more than one resource, the phrase **Editing # of # selected records** appears indicating which resource you are editing and how many you selected.
9. To specify the user's notification preferences for this resource, take these actions:

   a. On the left of a section header, click the plus icon.
   b. If appropriate, enter a number for **Above** and/or **Below** to indicate when to send notifications.
   c. For each status change, select the checkboxes for the notification methods you want to enable (for example, **E-mail**, **Text Pager**, **Mobile App**, or **Web Page**).
   d. As appropriate, repeat these steps for each section.
   e. Click **Save**. The next resource record opens.
   f. Repeat these steps for each resource.
10. When you click **Save** on the last record, the *Status Change Preferences for (user)* page opens showing the preference you added.

To edit a status change preference

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. Locate the person and, on that row, click their **Full Name**. The *View User* page opens.
3. At the top, click **Preferences** and, in the list, click **Status Change Notifications**. The *Status Change Preferences* page opens.
4. Locate the resource and, on that row, click **edit**. The *Edit Status Change Preferences* page opens.
5. Expand each section (click the plus sign in the header).
6. Make your changes.
7. Click **Save**.

To delete status change notifications

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. Locate the person and, on that row, click their **Full Name**. The *View User* page opens.
3. At the top, click **Preferences** and, in the list, click **Status Change Notifications**. The *Status Change Preferences* page opens.
4. Locate the resource and, on that row, click **delete notifications**. A window opens asking you to confirm the deletion.
5. Click **OK**.