Manage User System Notifications

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The Notification Preferences page allows you to identify how a person is notified about expired statuses, incident command system (ICS), incoming patient, and general system notifications.

For more information about automated alerts and notifications, see the article Notification Types.

To manage system notification preferences for a user

- 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. Above the User Profile section, click **Preferences** and, in the list, click **Notifications Preferences**. The Notification Preferences for (user) page opens.
- 4. For each *Notification Type*, select the checkboxes for the Notification Methods you want to enable (for example, **E-mail**, **Text**, **Pager**, **Mobile App**, **Voice**, or **Web Page**).
- 5. Click Save.