

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**.