Update Status Change Preferences

The My Status Change Preferences page allows you to specify how you want to be notified when certain statuses change for resources and sub-resources to which you have access. The fields that appear in the *My Status Change Preferences* page depend on the type of resource and the status types associated with it. From this page you can add a new preference, edit an existing preference, and delete notifications.

For numeric 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.

When looking for sub-resources, if you want to narrow your search results you can enter both the sub-resource name and the parent resource name.

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

Note:

- When searching for sub-resources, you can enter both the sub-resource name and its parent resource's name in the **Name** field. This will help narrow your search results.
- The fields that appear in the *My Status Change Preferences* page depend on the type of resource and the status types associated with it.
- For numeric 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 preference

1. In the main menu, click **Preferences** and, in the list, select **Status Change Prefs**. The *My Status Change Preferences* page opens.
2. Click **Add**. The *Find Resources* page opens.
3. Enter or select search criteria.
4. Click **Search**.
5. Select the checkbox for each resource and sub-resource you want to update.
6. Click **Notifications**. The *Edit My Status Change Preferences* page opens. If you selected more than one resource, the phrase **Editing # of # selected records** appears on the top of the page, letting you know which resource you are editing and how many you selected.
7. To specify your notification preferences for this resource, take these actions.
   a. To expand the status section, click the plus sign in the header.
   b. For each status, enter a number for **Above** and **Below**.
   c. Select the checkbox for each notification method you want to enable for the status.
   d. Click **Save**. The next record opens.
8. Repeat the specify notification preference steps for each resource. When you click **Save** on the last record, the *My Status Change Preferences* page opens showing your preferences.

To edit a preference

1. In the main menu, click **Preferences** and, in the list, select **Status Change Prefs**. The *My Status Change Preferences* page opens.
2. Locate the resource and, on that row, click **edit**. The *Edit My Status Change Preferences* page opens.
3. Expand the status sections (click the plus sign in the header).
4. Make your changes.
5. Click **Save**.

To delete notifications

1. In the main menu, click **Preferences** and, in the list, select **Status Change Prefs**. The *My Status Change Preferences* page opens.
2. Locate the resource and, on that row, click **delete notifications**. A window opens asking you to confirm the deletion.
3. Click **OK**.