

Update Your User Information

Update Your Contact and General Settings

1. Hover over **Preferences** and click **User Info**.
2. Enter or change your name, organization, and/or contact information.
3. If appropriate, change your **Default View**.
4. Select or change the following view options:
 - **High Contrast View** - make the screen clearer in some lighting conditions
 - **Opt Out of User Info Reminders** –opt out of receiving automated reminders to update your user information

Setup View Event Preferences Form Report Regional Info

Update User Info

** indicates the information is required.

Full Name:** Azure B. Turquoise

First Name: Azure

Middle Name: B

Last Name: Turquoise

Organization:

Contact Phone:

Primary E-Mail:

E-Mail Addresses (comma separate multiple addresses):

Text Pager Addresses (comma separate multiple addresses):

Notes

Keeping your contact information up to date helps ensure you receive the information you want from EMResource.

*Your administrator may have enabled automated reminders about updating your user information. You can opt out of these reminders from the **Update User Info** page.*

Tip

*Your **Default View** is the first view you see when you log in to EMResource, and also appears at the top of your **View** menu.*

Update Your User Information

Update Your Contact and General Settings (continued)

5. Select or change the following system notification options:
 - **All Notifications** - for each **Type**, specify whether you want to receive all notifications of this type (**On**) or none (**Off**)
 - **Include Resource Summary** – include in notifications the current status for other resources in the resource type
 - **Timing** – receive notifications at all times or do not receive notifications of this type during a specified time range
6. Click **Save**.

Notification Overview

Type	All Notifications	Include Resource Summary	At All Times	Exclude Time Range	From	To
E-mail	<input checked="" type="radio"/> On <input type="radio"/> Off	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	:	:
Text Pager	<input checked="" type="radio"/> On <input type="radio"/> Off	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	:	:
Web Page	<input checked="" type="radio"/> On <input type="radio"/> Off		<input checked="" type="radio"/>	<input type="radio"/>	:	:

Notes

In the **Notification Overview** section you can specify the timing of system notifications.

Selecting **At All Times** indicates you want to receive notifications of this type no matter when they are generated. If you select **Exclude Time Range**, specify the time period in which you do not want to receive notifications.

Tips

- You can choose to include resource summary information in email and text pager notifications.
- Times in the **From** and **To** fields are in 24-hour format.

Update Your User Information

Manage Your Event Notification Preferences

1. Hover over **Preferences** and click **Event Notification**.
2. For each **Event Type**, select the notification methods you want to enable:
 - E-mail
 - Text Pager
 - Web Page
3. For event types that support a limit, select or clear the **My Resources Only** check, as appropriate.
4. Click **Save**. A box opens confirming the information was saved.

Event Type	Notification Methods			Notification Limit ***
Ad Hoc Event	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input checked="" type="checkbox"/> Web Page	-- N/A --
Chemical Response	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input checked="" type="checkbox"/> Web Page	<input checked="" type="checkbox"/> My Resources Only
Communicable Disease	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page	-- N/A --
ED and Weather	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input checked="" type="checkbox"/> Web Page	<input type="checkbox"/> My Resources Only
Suspect Pursuit	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input type="checkbox"/> Web Page	<input type="checkbox"/> My Resources Only

Tips

- A text pager can be any text-enabled device.
- Do not select any methods if you do not want to receive notifications for that type of event.
- If you want to receive notifications only when an event of this type involves your resources, select the **My Resources Only** check box in the last column.

Notes

These settings help ensure you receive the event notifications you want from EMResource.

You can choose how you receive notifications based on the type of event. The system automatically notifies you via the specified methods. You are also notified when the event's details are edited. In some cases, you will receive a notification when your resource is added or the event is ended.

*Choosing **Web Page** means the event notification pop-up box opens in EMResource and is accompanied by an audible alert.*

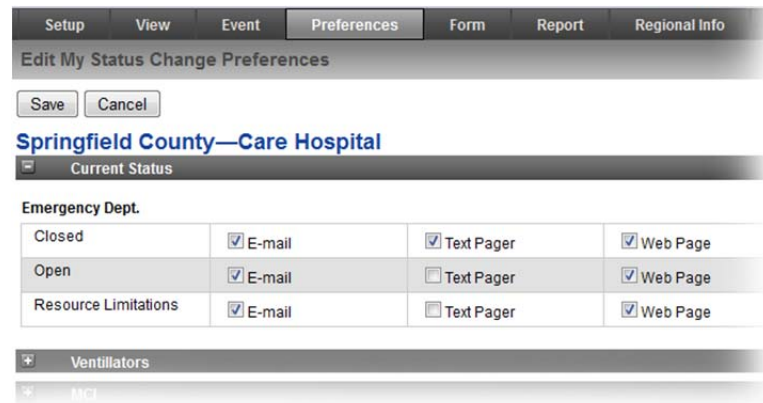
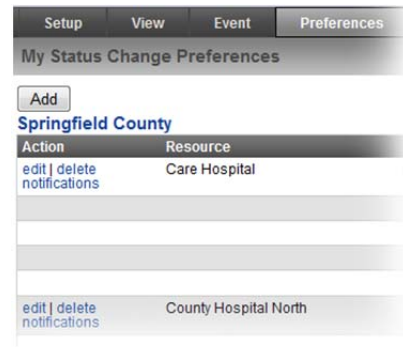
*Some types of events allow you to set a **Notification Limit** so that you receive notifications for only the events that affect your resources.*

Quick Reference Guide for EMResource® Web

Update Your User Information

Edit Your Status Change Preferences

1. Hover over **Preferences** and click **Status Change Prefs.**
2. Locate the resource in the list and click its **edit** link.
3. Expand a status section.
4. If appropriate to the status, enter values for **Above** and/or **Below**.
5. Select the check box for each method you want to enable:
 - E-mail
 - Text Pager
 - Web Page
6. Repeat steps 3-5 for each status.
7. Click **Save**.



Tips

- The options that appear in the Edit page depend on the type of resource and its associated status types.
- The **Above** and **Below** options are used for setting thresholds for numeric statuses.

Notes

These settings help ensure you receive the appropriate status change notifications. You can subscribe to any type of status, including numeric, multi-option, NEDOCS, saturation score, and text.

The **My Status Change Preferences** page lists the resources and subresources for which you have specified preferences.

For some numeric statuses, you can elect to be notified when a threshold has been reached. For example, you can be notified when a facility has fewer than two ICU beds available.

Quick Reference Guide for EMResource® Web

Update Your User Information

Add to Your Status Change Preferences

1. Hover over **Preferences** and click **Status Change Prefs.**
2. Click **Add.**
3. Select appropriate resources and subresources.

<input type="checkbox"/>	Resource Name ▲	Status ▼	Region ▼	Resource Type
<input checked="" type="checkbox"/>	Care Hospital	Resource Limitations	yDemo Region	Springfield County
<input type="checkbox"/>	Clear Creek	--	yDemo Region	RETAC 2
<input type="checkbox"/>	Columbine Amb	--	yDemo Region	RETAC 1
<input checked="" type="checkbox"/>	Community Memorial	Open	yDemo Region	Milwaukee West
<input type="checkbox"/>	Community Memorial Inpatient	--	yDemo Region	Daily Tracking
<input type="checkbox"/>	County Hospital	Open	yDemo	Springfield County

4. Click **Notifications.**
5. Expand a status section.
6. If appropriate to the status, enter values for **Above** and/or **Below.**
7. Select the check box for each method you want to enable: **E-mail, Text Pager,** and/or **Web Page.**
8. Repeat steps 5-7 for each status.
9. Click **Save.**

If you selected multiple resources, repeat these notification selection steps for each.

Tip

The options that appear in the Add pages depend on the type of resource and its associated status types.

Notes

You can add preferences for multiple resources and subresources at one time. The system presents a preferences page for each one you select.

When searching for resources, you can narrow your search results by specifying a resource name, category, or location details.

Update Your User Information

Delete Status Change Preferences

1. Hover over **Preferences** and click **Status Change Prefs.**
2. Locate the resource or subresource in the list and click **delete notifications.** A message box opens asking you to confirm the deletion.
3. Click **OK.**

Specify Your System Notification Preferences

1. Hover over **Preferences** and click **System Notification.**
2. For each **Notification Type**, select the notification methods you want to enable:
 - E-mail
 - Text Pager
 - Web Page (not an option for **Expired Status Notifications**)
3. Click **Save.** A box opens confirming the information was saved.

Notification Type	Notification Methods		
Expired Status Notifications	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	
ICS Notifications (relevant for Electronic ICS users only)	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input checked="" type="checkbox"/> Web Page
System Notifications	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Pager	<input checked="" type="checkbox"/> Web Page

Save

Notes

Selecting **delete notifications** removes all notification preferences for that resource.

Notification via **Web Page** is not an option for **Expired Status**

Notifications.

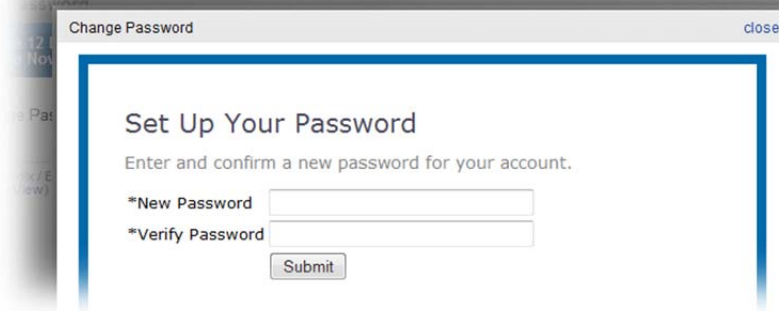
HAvBED administrators can also manage HAvBED transmission notifications from My System Notification Preferences page.

If your organization is not using Electronic ICS®, you do not need to specify any preferences for ICS **Notifications.**

Update Your User Information

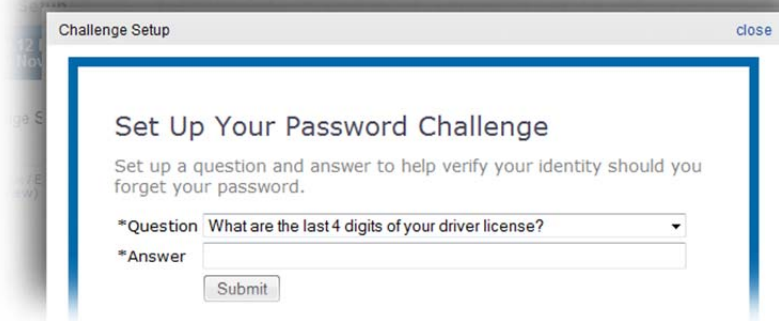
Change Your Password

1. Hover over **Preferences** and click **Change Password**. The *Change Password* box opens.
2. Enter your **New Password** and enter it again in **Verify Password**.
3. Click **Submit**.
4. Click **close**.



Manage Your Password Challenge

1. Hover over **Preferences** and click **Challenge Setup**.
2. Select your challenge **Question**.
3. Enter your **Answer**.
4. Click **Submit**.
5. Click **close**.



Notes

*You can change your password at any time from your **Preferences**.*

To take advantage of the forgotten password feature, you must have a password challenge question and answer set up. If you forget your password, the system uses your challenge question and answer to verify your identity. To set this up, simply choose an option from the list of predefined questions and then provide the answer.

Need Help?

If you need help, contact the Intermedix Support Center using one of the following methods:

888-735-9559

support@intermedix.com