

RLDatix

JobPlan Notifications



Notification preferences in Allocate JobPlan are controlled by individual users and require activation so messages and alerts can be received.

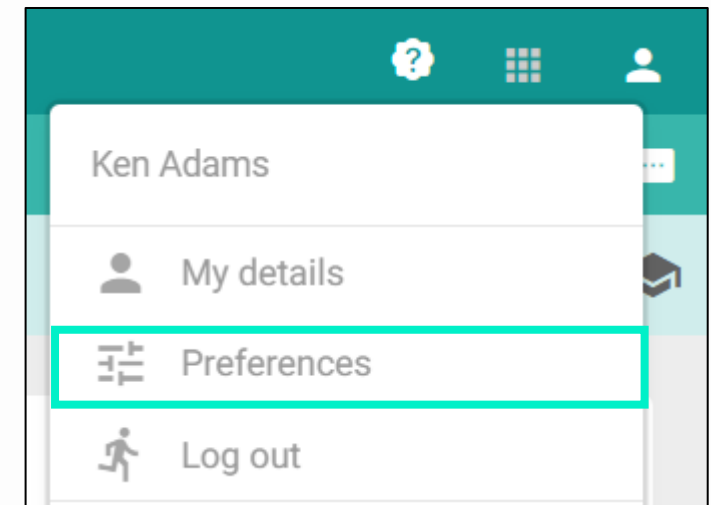
This is sometimes turned off during a JobPlan cycle so will need to be activated to receive alerts.

To activate;

1. Click on the User Profile icon in the top right of the screen
2. In the panel select Preferences

There are 5 alerts that can be activated;

- Sent sign off requests
- Accepted sign off requests
- Rejected sign off requests
- I would like my alerts to automatically hide after
- Email Preferences



Notification Preferences



Preferences

I would like to receive the following types of alerts:

Sent sign off requests

Clinician alerts:

☐ when a manager sends a request to sign off a job plan

☐ when a manager cancels a sign off request

Accepted sign off requests

Clinician alerts:

☐ when a manager accepts a first sign off request

☐ when a manager accepts a second sign off request

☐ when a manager accepts a third sign off request

Rejected sign off requests

Clinician alerts:

☐ when a manager rejects a sign off request

☐ when a manager rejects a second sign off request

☐ when a manager rejects a third sign off request

I would like my alerts to automatically hide after:

☐ 2 months

☒ 3 months

☐ 4 months

☐ 5 months

☐ 6 months

Email preferences

☒ Receive email when manager makes changes to my job plan

Close

Save

Tick a box to activate the preferences

This may vary depending on number of sign off levels being used

Click Save to update preferences