

Configuring Patient Notices (Super User)

Last Modified on 30/05/2023 11:39 am ACST

Add or Edit Notice Alert Definitions

1. From the dashboard got to **Administration**
2. Select **Patients**
3. Click **Alert Definitions**
4. On the blue banner menu Click **Notice**
 - a. Click **New Alert Definitions** to add a new Notice
 - i. Alert Type as Notice
 - ii. User can enter a code *i.e* CF for Contact Family
 - iii. Leave end date as blank otherwise enter if required
 - iv. Enable Show description on Banner for the Notice to appear in the Patient Banner
 - b. Click **Edit** on an existing Notice to
5. To save changes click Update Alert Definition

Alert Definitions

Dashboard / Administration / Patients

Edit Alert Definition

Alert Type	Notice
Code	CF
Description	Contact family
Ending	 

☒ Show Description On Header

Update Contact family **Cancel**