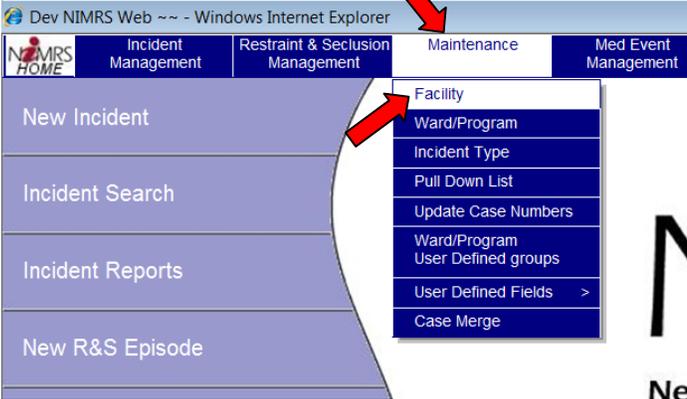
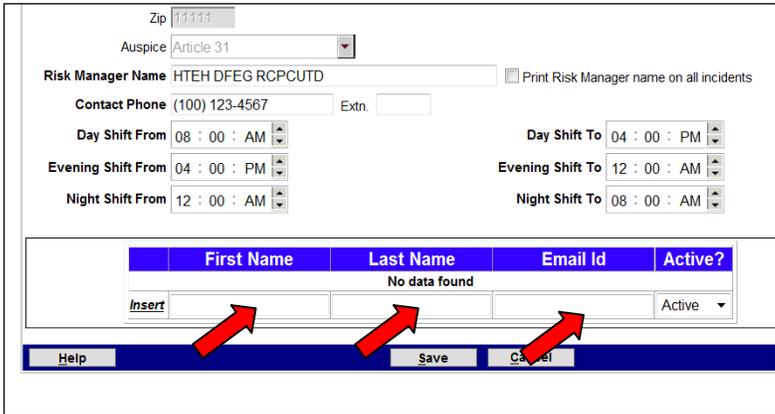
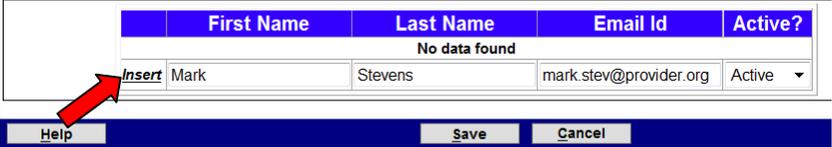
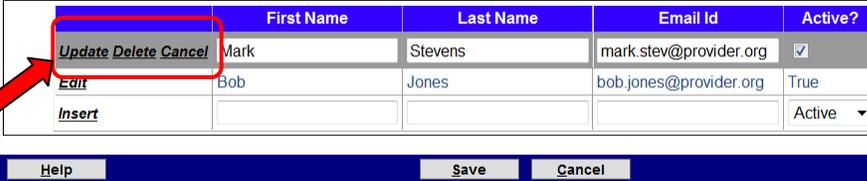


# NIMRS Email Notification Set-Up Instructions (effective 10/18/13)

Incidents reported to the Justice Center's Vulnerable Persons' Central Register (VPCR) are reviewed by OMH and then transferred into your facility's "Justice Center Import" queue. NIMRS now has a function that will send an email notification to designated staff when these incidents are assigned to your facility. The email list requires initial set-up and ongoing maintenance and NIMRS users in the Risk Management security group are able to perform these tasks using the steps below.

Step	Action	Related Screen
1.	Log into NIMRS and select <b>Maintenance</b> followed by the <b>Facility</b> option. (Only users with Risk Management and Administration rights will see the Maintenance button).	 <p>The screenshot shows the NIMRS web application interface. The top navigation bar includes 'Incident Management', 'Restraint &amp; Seclusion Management', 'Maintenance', and 'Med Event Management'. The 'Maintenance' menu is open, showing options: 'Facility', 'Ward/Program', 'Incident Type', 'Pull Down List', 'Update Case Numbers', 'Ward/Program User Defined groups', 'User Defined Fields', and 'Case Merge'. A red arrow points to the 'Maintenance' button, and another red arrow points to the 'Facility' option in the dropdown menu.</p>
2.	Locate the email notification table at the bottom of the page. Enter the First Name, Last Name and Email ID (address) in the appropriate fields. The <b>"Active ?"</b> field defaults to "Active" for new entries.	 <p>The screenshot shows a form for setting up email notifications. It includes fields for Zip (11111), Auspice (Article 31), Risk Manager Name (HTEH DFEG RCP CUTD), Contact Phone ((100) 123-4567), and various shift times (Day Shift, Evening Shift, Night Shift). Below the form is a table with columns: First Name, Last Name, Email Id, and Active?. The table currently shows 'No data found'. A red arrow points to the 'Insert' button, and another red arrow points to the 'Active?' dropdown menu.</p>
3.	Once staff name and email address has been entered, click <b>"Insert"</b> . (The pointer may turn into an hourglass but it will continue to function as a pointer. This will be fixed in an future update)	 <p>The screenshot shows the email notification table with one entry added: Mark Stevens, mark.stev@provider.org, Active. A red arrow points to the 'Insert' button.</p>
4.	Repeat steps 2 & 3 to add additional staff to the table. Once all staff have been entered, click <b>"Save"</b> to finalize changes.	 <p>The screenshot shows the email notification table with two entries: Mark Stevens and Bob Jones. The 'Save' button is highlighted with a red arrow.</p>

# NIMRS Email Notification Set-Up Instructions (effective 10/18/13)

Step	Action	Related Screen
5.	<p>To modify an entry in the email notification table, click “Edit”. (The pointer may turn into an hourglass but it will continue to function as a pointer. This will be fixed in an future update)</p>	 <p>The screenshot shows a table with columns: First Name, Last Name, Email Id, and Active?. The first row contains 'Mark Stevens' with email 'mark.stev@provider.org' and 'Active?' set to 'True'. The second row contains 'Bob Jones' with email 'bob.jones@provider.org' and 'Active?' set to 'True'. Below the table are buttons for 'Help', 'Save', and 'Cancel'. A red arrow points to the 'Edit' button in the first row.</p>
6.	<ul style="list-style-type: none"> <li>• Make the appropriate changes to the name, email address, and/or Active status and click “<b>Update</b>”. (deselect the “Active ?” checkbox to keep a name on the list but discontinue sending email notifications).</li> <li>• To remove the the entry from the list, click “<b>Delete</b>”.</li> <li>• To close the “Edit” function without making changes, click “<b>Cancel</b>”.</li> </ul>	 <p>The screenshot shows the same table as in step 5, but the 'Active?' checkbox for 'Mark Stevens' is now checked. A red box highlights the 'Update Delete Cancel' button in the first row, with a red arrow pointing to it. The 'Help', 'Save', and 'Cancel' buttons are still present at the bottom.</p>