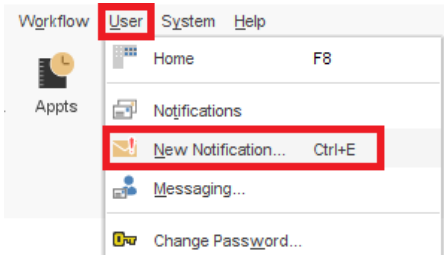


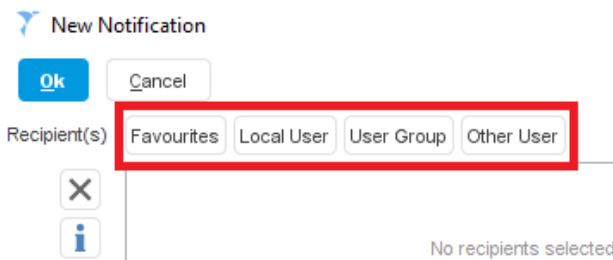
## NECS Clinical Systems Specialist Team SystemOne - Notifications

### Sending a Notification

1. Click **User** and select **New Notification** or use your **Create New Notification** button



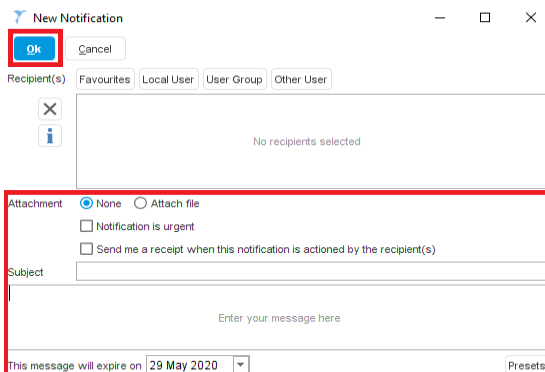
2. Select a recipient using the following buttons:



**Favourite** – can be configured by you  
**User Group** – Lists Practice User Group

**Local User** – Lists individuals at your practice  
**Other User** – Elsewhere on SystemOne

3. If required select the radio button to Attach a document, or using the tick boxes mark that the notification is urgent, and/or request a receipt when the user has actioned the notification

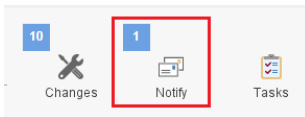


4. Type a subject heading and click into the large text area and type your message and click **Ok**

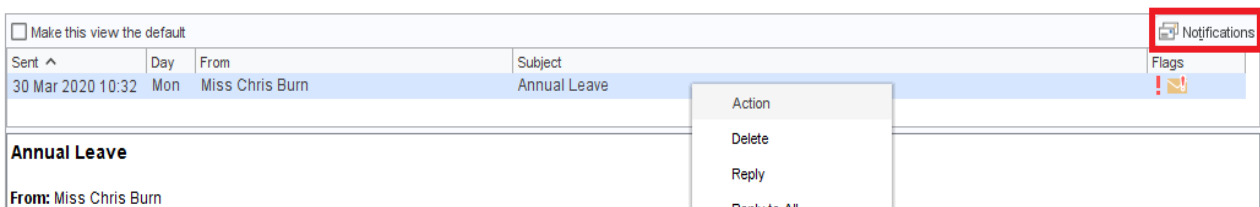
**Note\*** Notifications will expire automatically. By default the expiry date is set to 2 months. You will still be able to retrieve a notification after it has expired by using the search function in the inbox.

## Receiving a Notification

An envelope will appear in the bottom right corner of the screen and a new notification will appear in your **To Do** button on your home page. You may also get a pop up message – this is a user preference which may be turned off.

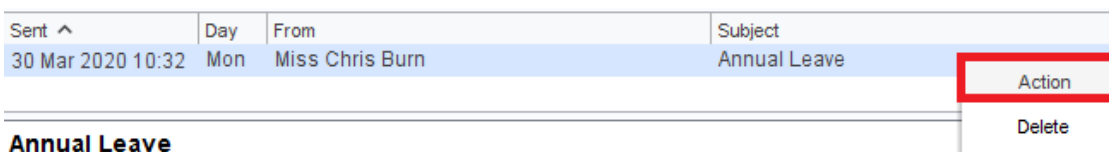


1. Click **Notify**
2. Select the relevant notification. This message is then displayed in the lower pane. You can right click the notification from here to reply, forward, view attachment, action (see below) or delete
3. Click **Notifications** to view all notifications (Right hand side button)



## To Action a Notification

1. Right click on the highlighted notification
2. Click **Action** – this will remove the notification from your To Do button on the home screen, but it will still be visible in the notifications inbox (until the expiry date)



You can also action a notification by using a reply or forward