

FAQ Files

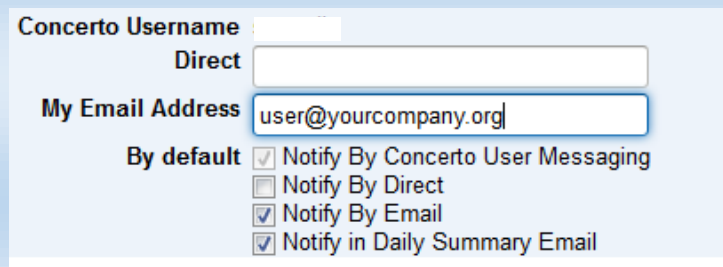
Q:

I am going on vacation, but I need someone to be able to check on patients that I get notifications for. How can I make sure those notifications are seen?

A:

You can forward your notifications to other members on your team by changing the email address in your subscription information.

Under the Notifications menu, click on “My Subscriptions.” You will see the email address you are currently using for your notifications:



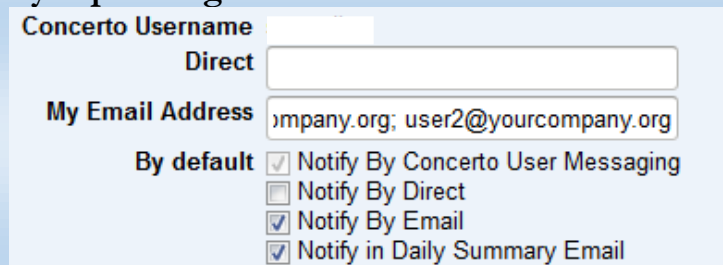
Concerto Username :

Direct

My Email Address

By default Notify By Concerto User Messaging
 Notify By Direct
 Notify By Email
 Notify in Daily Summary Email

You enter a new email address here to send the notifications to the staff member covering your absence. If you need to send the notifications to multiple users, you can add additional email addresses by separating them with a semi-colon then a space:



Concerto Username :

Direct

My Email Address

By default Notify By Concerto User Messaging
 Notify By Direct
 Notify By Email
 Notify in Daily Summary Email

Remember to click “Save” at the bottom!

Follow these same steps to put your email back in after you come back to work!