


How to Turn On User Default Order Notifications:

1: Login to OSIS

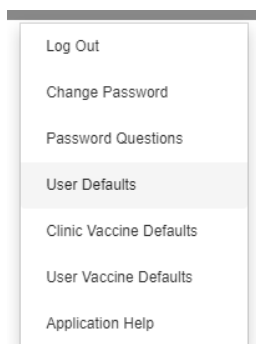


The image shows the login page for the Oklahoma State Immunization Information System (OSIS). At the top, there is a logo with colorful human figures and the text "OSIS IMMUNIZE! SAVE LIVES" and "Oklahoma State Immunization Information System". Below the logo is a "Login" section with two input fields: "Username" and "Password". There is a "Forgot Password?" link and a green "Login" button. Below the login fields, there is a "Trouble Logging in?" link and a "Request User Account" link. A "NOTICE" paragraph follows, and at the bottom, there is a version number: "Version 21.1.0.0 Copyright © 2001-2021 Envision Technology Partners Inc."

2. Once logged in on the top right of your screen you will see your name:



3. Click on the down arrow next to your name and then click User Defaults



4. Scroll to the very bottom of the page where you should see this list of notification:

Notifications - Click on the checkboxes below to turn on/off email notifications.

	Email
	<input type="checkbox"/>
Address / Name Change Request Completed	<input type="checkbox"/>
Address / Name Change Request Decision Alert	<input type="checkbox"/>
Address / Name Change Request For Approval Action	<input type="checkbox"/>
Case Note Added Alert	<input type="checkbox"/>
Case Status Changed Alert	<input type="checkbox"/>
Case Team Member Added Alert	<input type="checkbox"/>
Clinic Change Request Canceled	<input type="checkbox"/>
Clinic Change Request Effective Date Changed	<input type="checkbox"/>
Clinic Contact Information Modified Alert	<input type="checkbox"/>
Clinic Delivery Hours Changed Alert	<input type="checkbox"/>
Complaint Added To Case Alert	<input type="checkbox"/>
Enrollment Expiration Alert	<input type="checkbox"/>
Multiple Z3 or Z4 Contacts Alert	<input type="checkbox"/>
Order Approved Alert	<input type="checkbox"/>
Order Pending Shipment Alert	<input type="checkbox"/>
Order Rejected Alert	<input type="checkbox"/>
Order Submitted For Approval Action	<input type="checkbox"/>
Return Approved Alert	<input type="checkbox"/>
Return Rejected Alert	<input type="checkbox"/>
Return Submitted For Approval Action	<input type="checkbox"/>
Staff Change Request Decision Alert	<input type="checkbox"/>
Staff Change Request For Approval Action	<input type="checkbox"/>
Staff Import Request Decision Alert	<input type="checkbox"/>
Staff Import Request For Approval Action	<input type="checkbox"/>
Storage Unit Status Alert	<input type="checkbox"/>
Storage Unit Status Approval Action	<input type="checkbox"/>

5. Make sure the below 4 are checked:

- Order Approved Alert
- Order Pending Shipment Alert
- Order Rejected Alert
- Order Submitted For Approval Action

6. Once you have checked those click the green 'Update' button.



7. Once this is complete you will start seeing your notifications coming through under the bell icon:



8. Click on that and it will show you all your shipment/order notifications.