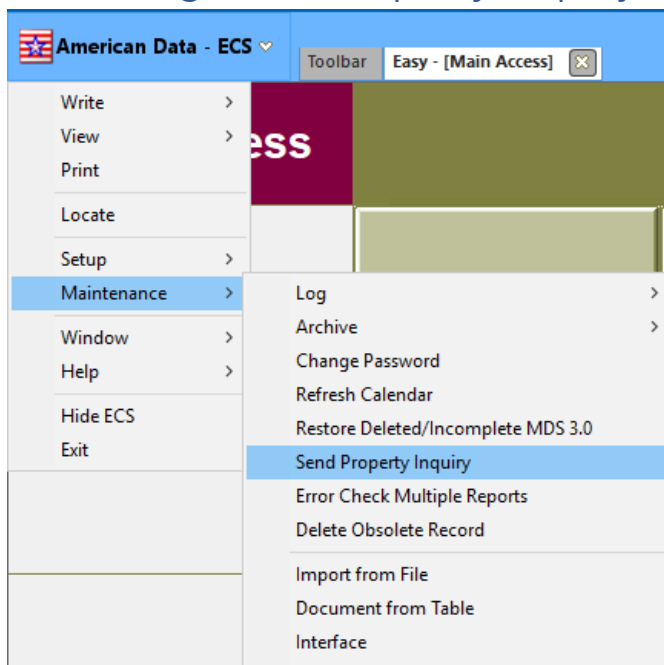


Send Property Inquiry

ECS can send automated messages either internally through the internal communication system or alarms, or externally via email. Sometimes, as staff turns over, or user groups change, you may find that messages aren't being used effectively. The send property inquiry allows you to see where all the messages in your system are going so that you can make appropriate adjustments as needed.

Accessing Send Property Inquiry



Log in to ECS and use the "American Data - ECS" drop down menu to access "Maintenance" and then "Send Property Inquiry."

*Often, this list is long and may take a few moments to load.

Once it loads, you will be presented with a report containing 8 columns of information.

Reading the Report: Eight columns of useful information.

Where is it coming from?

- Section: This column tells you what Section the message originates from. Sections are the "Tabs" that you see when you are looking at a setup screen, ex. "Face Sheet" or "Nursing"
- Topic: This column narrows the origin of the message down to the topic that it originates from. Topics are the folders that you see in your system, ex. "Respiratory Condition" or "Treatment orders." Messages can be sent from the Topic level, meaning

that it is sent each time an entry is saved in that topic, regardless of what words are used.

- **Word:** This column tells you precisely what word is sending the message. If a word is setup to send a message, then that message will be sent any time that that word is used and saved in an entry. This column is blank for messages that are sent from the topic level.

Who is it going to?

- The "Group/User/Manual" column tells you who the message is going to.
- **Group:** This message will go to an entire user group
- **User:** This message will go to a user(s) that has been chosen in word properties
- **Manual:** Upon saving, the user sending the message will choose the recipients.
- **Blank:** A combination of users and user groups has been chosen.
- **Name:** This column lists the name of the user or user group who will receive the message. If "Manual" is listed in the previous column, this column will be blank.

What is being sent?

- **Type:** This column states what type of information is being sent.
 - **IC:** An Internal Communication is sent. These are the messages that show up in your ECS inbox.
 - **Email:** This message is going to an external email address.
 - **Alarm:** This is sending an alarm rather than a traditional message. For example, many users use alarms for PRN meds. These are messages that pop up on the screen to draw a user's attention and must be addressed.
 - **Fax:** With coordination between your facility's IT and ECS, fax messages can be sent directly from ECS.
- **Sending:** This column states what information is being sent.
 - **Entry:** This message contains the entry which generated it.
 - **Report:** This message will have a report attached to it, as specified in word properties.
 - **DC entry:** This is a notification that an entry containing the specified word has been discontinued.
- **Location:** This lists the specific grid coordinates and word ID of the topic/word that is sending the information. If you are not sure where the word is located, or there are multiple words with the same name (ex. "am" and "pm" words in an order screen) these coordinates are visible when in setup mode and can help you locate the word that you need to adjust.

Using this information

Once you have located changes that you would like to make, please see the handout called: "Word Properties - SEND" for instructions on how to make changes.