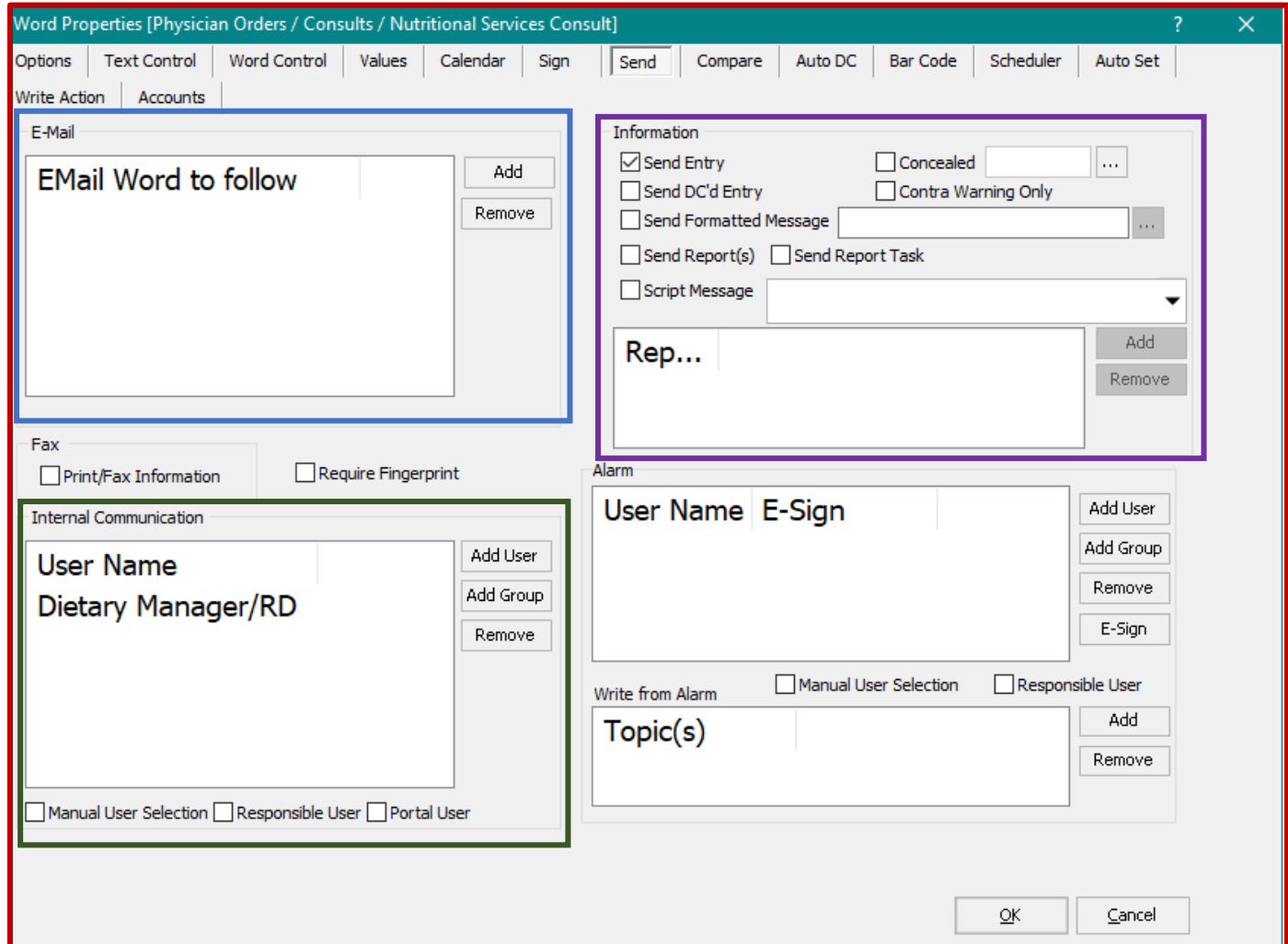


Word Properties – SEND Tab

Automatically Sending an Entry From ECS



Message Source

- Topic Level -
 - Messages sent from the topic level are sent each time any entry is saved into that topic.
 - You might use this for a fall topic if you wanted to know every time someone documented anything on a fall.
 - You set this up by opening a setup screen, locating and right-clicking on the topic, and then selecting 'properties' from the options that come up. You will then get the "topic properties" screen, where you will choose the "send" tab from the options at the top.

- Word Level –
 - Messages sent from the word level are sent each time a particular word is used/saved into an entry.
 - You might set this up on the “Observed Fall” and “Fall Not Observed” words if you want to know about all initial fall documentation, but don’t want a message every time someone documents fall follow-up.
 - To set this up, you will open a setup screen, locate the word that you would like to send the message from, and double-click onto that word. This will open the “word properties” box, where you will select the “send” tab from the options at the top.
- Once you are on the “send” tab, setup is the same, regardless of if you have chosen to set this up on a topic or word.

Content of Messages

- Next, you will need to decide what information that you would like to send.
- In the illustration above, the top right box indicates the options for the content of the message.
- Send Entry – This is the most common option and will send a copy of the entry to the recipients that you select.
- Send DC’d Entry – This can be used with “Send Entry” and will also notify the recipient when an entry in the topic or containing the chosen word has been discontinued.
- Send Reports – Use this option if you would like to send a report rather than the entry. For example, if you are wanting to send fall information, you may want to send a fall report rather than the entry with the raw data.
- Use the “Report” field at the bottom of this section to select the report that you would like to send.
- Other options in this area are less frequently used. Please contact Clinical Support if you would like to explore these options.

Types of Messages

- Internal Communication or IC – This type of message will go directly to the user’s inbox within ECS.
- Email – This type of message will go to an external email address IF your facility has setup the email feature in site settings.

Setting up Recipients

- Internal Communications –
 - Add User – Choosing “Add User” in the Internal Communication section will pop-up a box listing all of the users at your facility. Choose the desired user(s) and click OK. Hold the control key on your keyboard to choose more than one.
 - Add Group – This will send the message to all users in the user group. This is the preferred method of choosing recipients, as it does not require manual

updating when staff changes, provided the new staff is in the same user group. When you select "Add Group," a list of all available user groups will pop up for you to choose from. Choose the group(s) that you would like to send the message to and click OK.

- To remove a user or user group, select them, and then click 'remove'.
- The final option to select recipients is to use "Manual User Selection." To use this option, simply place a check in the box. With this selected, each time a user saves an entry that triggers a message, they will be presented with a pop-up box prompting them to choose what user(s) they would like to send the message to. This is useful when a message does not go to the same recipient each time.
- Messages can go to a combination of individual users and user groups.
- Emails-
 - To select email recipient(s), you will use the box labeled "Email word to follow."
 - If your facility has email capabilities setup, you will simply need to choose "add" and then pick the correct word from your email address topic. This topic will be located in your "Face Sheet" section.
 - Note: When choosing word for "Email word to follow," you will be picking the heading word that the email address follows, not the email address itself.