

[v12] Setup - Program Setup - Alert Setup Options

953 [TDOKB1](#) January 23, 2024 [Program Setup](#) 2.49K

Overview

The **Alert Setup Options** is a user specific setting that will prompt a **Calendar Reminder** window to populate at the time of or in advance of appointments for the specified doctor(s). This function allows for a maximum of four (4) doctors to be selected at a time (minimum permitted selection is zero (0)) with eight (8) preset reminder time frame options to notify the user. The **Calendar Reminder** window can be made to repeat the alert by hitting **Snooze**. If the **Calendar Reminder** is closed without hitting **Snooze** the alert will not prompt again for that specific appointment.

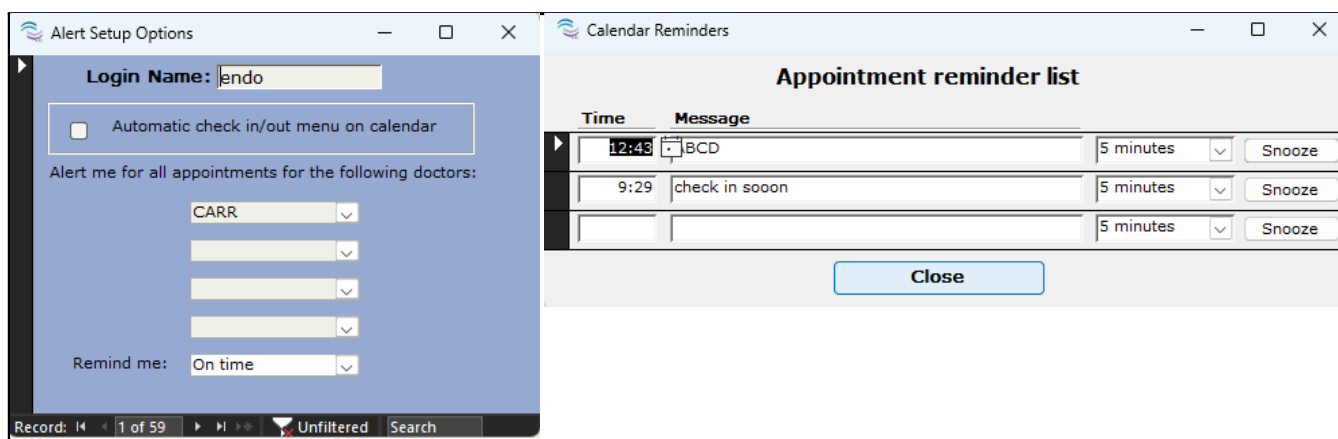


Table of Contents

- [Detailed Instructions](#)
- [Automatic Check in/ out menu on Calendar](#)

Detailed Instructions

- Navigate to the **Setup** ribbon menu
- Select the **Program Setup** dropdown
- Click **Alert Setup Options** - this will open the window screenshotted above
- In the bottom left corner where it says **Record** use the arrows |< < > >| to find the TDO user profile you'd like to update. The user profile name will appear in the box to right of **Login**

Name.

Each TDO user profile will have a corresponding "Record." The records are numbered in order of the user profile creation.

Alert Setup Options

Login Name: Joy

☐ Automatic check in/out menu on calendar

Alert me for all appointments for the following doctors:

Remind me: On time

Record: 2 of 59 Unfiltered Search

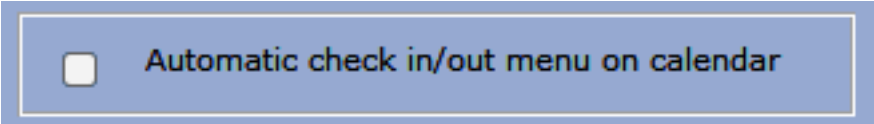
- **Optional:** When **Automatic check in/ out menu on calendar** is checked off, the day of an appointment, users with this checked can click on any appointment and the **Patient Check In** window will open or, if the patient is already checked in, the **Patient Check Out** will open.
- Under the section labeled **Alert me for all appointments for the following doctors**, using the four drop downs, you can add zero (0) to four (4) doctors to have the selected user be notified about their upcoming appointments.
 - **Removing a doctor:** highlight the name of the doctor that you'd like to no longer be alerted for and use the **delete key** or **backspace key** on your keyboard to remove them

Alert me for all appointments for the following doctors:

CARR

- Use the **Remind me** dropdown to select the time in advance of the appointment that you'd like to be alerted of the upcoming appointment. There are eight (8) available preset options: **On time**, **5 min before**, **10 min before**, **15 min before**, **20 min before**, **30 min before**, **1 hour before**, or **2 hour before**. This list is not customizable.
- Once happy with the selection, **Close** to save

Automatic Check in/ out menu on Calendar



☐ Automatic check in/out menu on calendar

Process by limiting the clicks needed to start each check in/ out

Users with this option checked can click on any appointment from the **Calendar** on the day the patient is scheduled to arrive and either the **Patient Check In** or the **Patient Check Out** window will open up depending on if the patient has already been checked in or not.

- Navigate to the **Setup** ribbon menu
- Select the **Program Setup** dropdown
- Click **Alert Setup Options** - this will open the window screenshotted above
- In the bottom left corner where it says **Record** use the arrows |< < > >| to find the TDO user profile you'd like to update. The user profile name will appear in the box to right of **Login Name**.

Each TDO is numbered in order of the user profile creation. The

- Check or uncheck the box for **Automatic check/in menu on the calendar**
- **Close** to save

Doctor selection dropdowns are not needed

This function does not correspond to the selected doctors in the window and will work even when there are no doctors selected.

Online URL: <https://kb.tdo4endo.com/article.php?id=953>