The User Notices feature enables CAREWare administrators to send important messages to all users on a CAREWare server and to track which users have acknowledged those messages. This feature is only accessible in Central Administration, and all notices are sent to all providers.

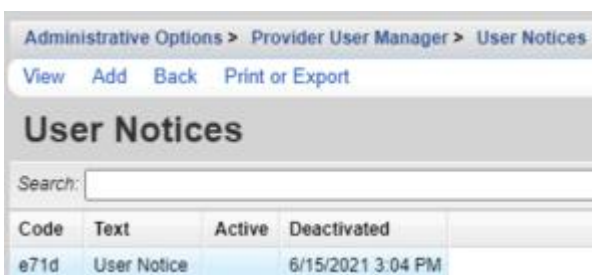Follow these instructions to activate a User Notice:

1. Click *Administrative Options.*
2. Click *Provider User Manager.*
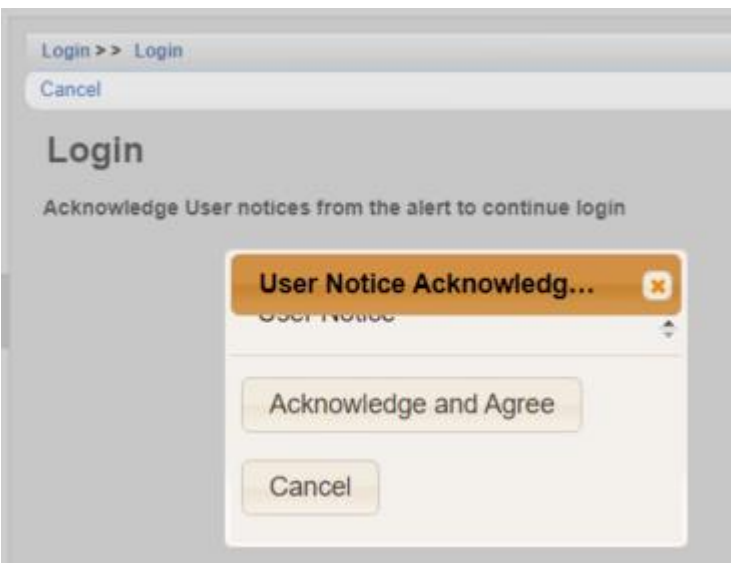3. Click *User Notices.*
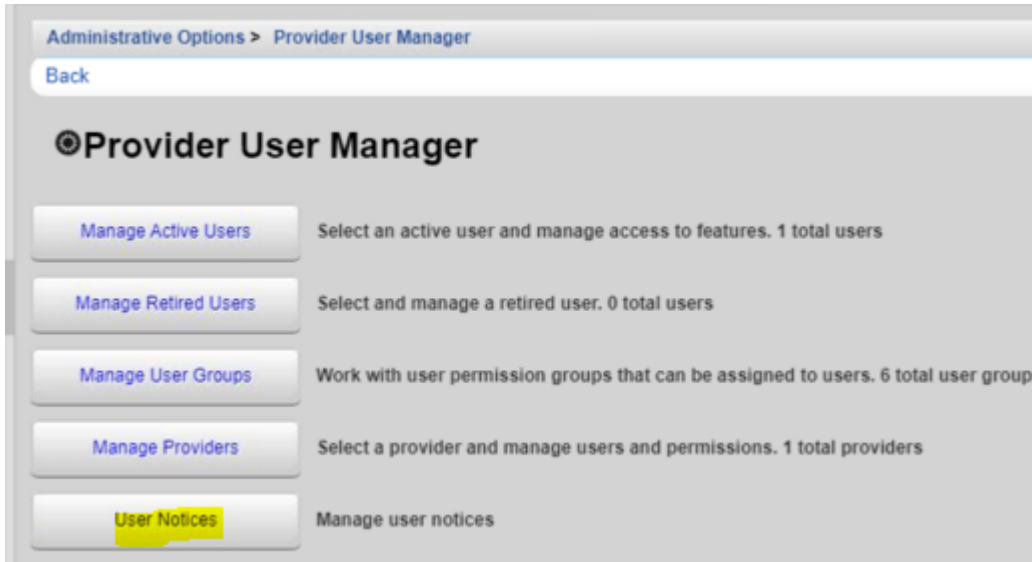
4. Click *Add.*
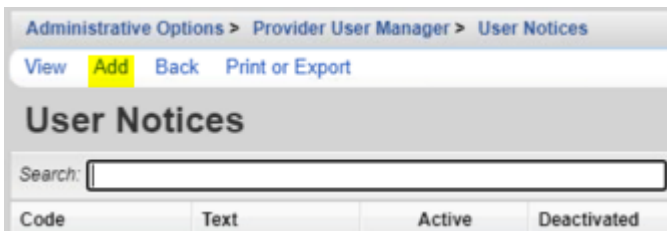
5. Enter the *Text* of the notice.
6. Click *Save.*

Once the User Notice has been added and is active, users see this prompt when they log in; they are required to Acknowledge and Agree prior to completing the login.

CAREWare Administrators can verify which users acknowledged the notice by following these instructions:

1. Click the *User Notice*.
2. Click *View*.
3. Click *User Acknowledgements*.

Note: this list can be sorted so that users who have or have not acknowledged the notice appear at the top