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.

| Administrative Options > P | rovider User Manager  |
|----------------------------|---|
| Back                       |   |
| Provider Us                | er Manager  |
| Manage Active Users        | Select an active user and manage access to features. 1 total users                  |
| Manage Retired Users       | Select and manage a retired user. 0 total users                                     |
| Manage User Groups         | Work with user permission groups that can be assigned to users. 6 total user groups |
| Manage Providers           | Select a provider and manage users and permissions. 1 total providers               |
| User Notices               | Manage 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.

| Cancel          |  |    |
|-----------------|--|----|
| Login           |  |    |
| Acknowledge Use | r notices from the alert to continue log | in |
|                 | User Notice Acknowledg                   | 8  |
|                 | 0001110000                               |    |
|                 | Asknowledge and Agree                    |    |
|                 | Acknowledge and Agree                    |    |

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

| Administrative O | ptions > Provide | er User Manager > 1 | Jser Notices > View > | User Notice Acknowledgments |
|------------------|------------------|---------------------|-----------------------|-----------------------------|
| Back Print or B  | Export           |                     |                       |                             |
| User Not         | tice Ackn        | owledgm             | ents                  |                             |
| Search:          |                  |                     | ]                     |                             |
| Acknowledgemen   | nt First Name    | Last Name           | Username              |                             |
| Yes              | TEMP             | CW                  | CWTEMP                |                             |