

**Diet Order Alert**

**Setting up the Diet Order Alert:**

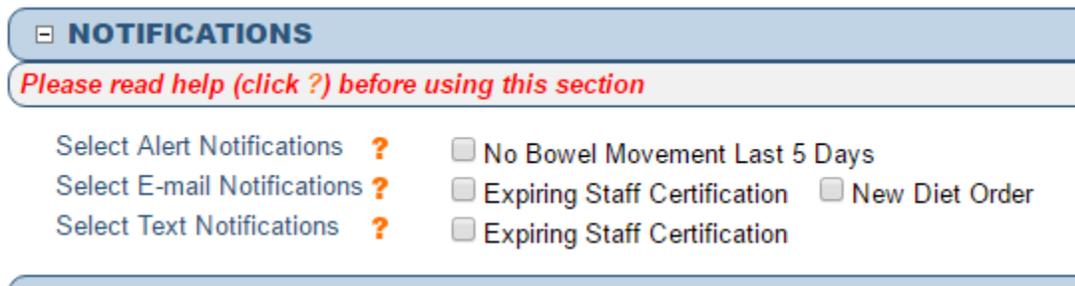
To activate a Diet Order alert for a specific staff member, you will need to be in that staff’s record. Select the staff record under HR->Select Staff



Navigate to the Employment Info form:



On this form you will find the different alerts under the Notifications section.

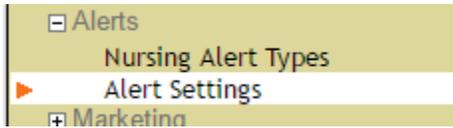


Selecting the “New Diet Order” check box in the “Select E-mail Notifications” will send an email alert to the email address in this staff’s record after a new diet order has been created.

A second email alert option is available for someone who is not a staff member or for a general dietary email address that goes to multiple individuals. This can be setup under Facility->Facility Record



Once on the Facility Record navigate to Alerts->Alert Settings:



From this form enter the email address or addresses you wish to receive the new diet order alert.

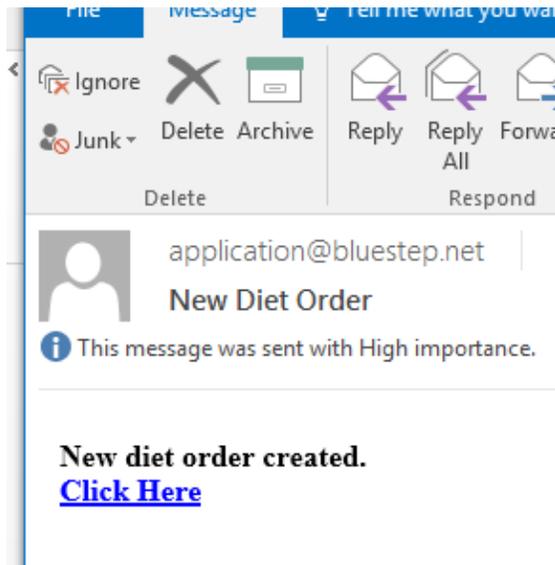
**DIETARY**

Email Alert - New Diet Order  
*Multiple E-mails need to be separated by a comma, space, or new line.*

Dietary@vorrohealth.com,  
missdietary@consulting.net

Save Save and Refresh Cancel

Here is an example of the email that will be received.



Please contact our Client Care Department with any questions or concerns.