

(User) Notifications

User Notifications

The (User)* “Notifications” icon** is located on the “Navigation Profile Menu”***.

**For (Client) “Notifications”, see Chapter 4: Client Workspace: Menu Options, Folders, and Subfolders/Edit Client: Folder/(Client) Notifications: Subfolder in the “HMIS Basic User 2025 Manual”*

***To view a list of icons and buttons used in Client Track HMIS, see Chapter:1: HMIS ClientTrack Basics/Key Terminology and Navigation/Icons and Buttons in the “HMIS Basic User 2025 Manual”.*

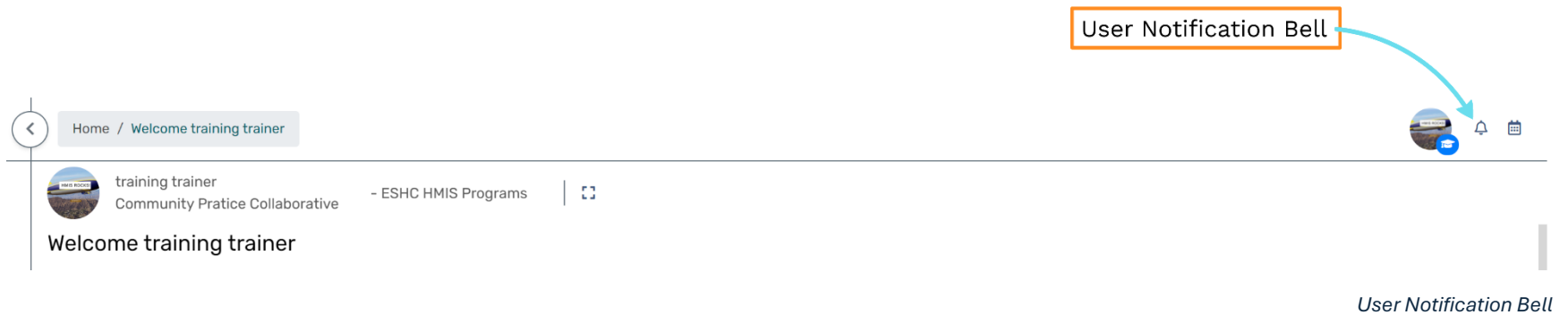
****For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*

Viewing/Editing User Notifications through the Notification Bell Icon

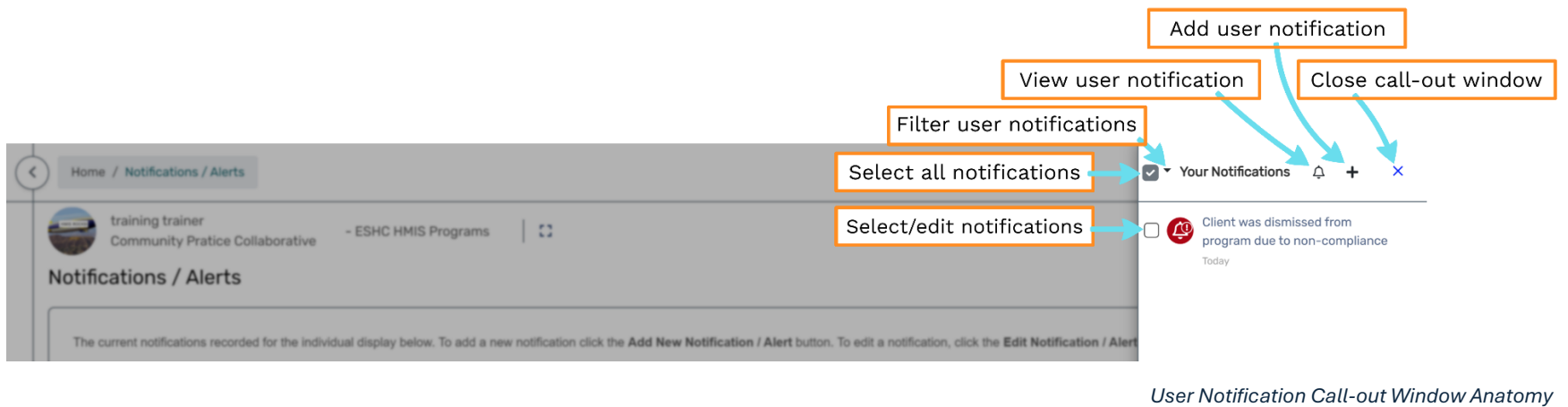
Step 1: Click on the (User) “Notifications” icon* is located on the “Navigation Profile Menu”**.

**To view a list of icons and buttons used in Client Track HMIS, see Chapter:1: HMIS ClientTrack Basics/Key Terminology and Navigation/Icons and Buttons in the “HMIS Basic User 2025 Manual”.*

***To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.*



Step 2: A call-out window will display any notifications created by clicking on the bell. To view a notification, click on the view notification icon in the call-out window. ClientTrack will navigate to the “Notification / Alerts” workspace container.



Step 3: All user notifications will be viewable. To edit a notification, select the edit icon next to the applicable notification.

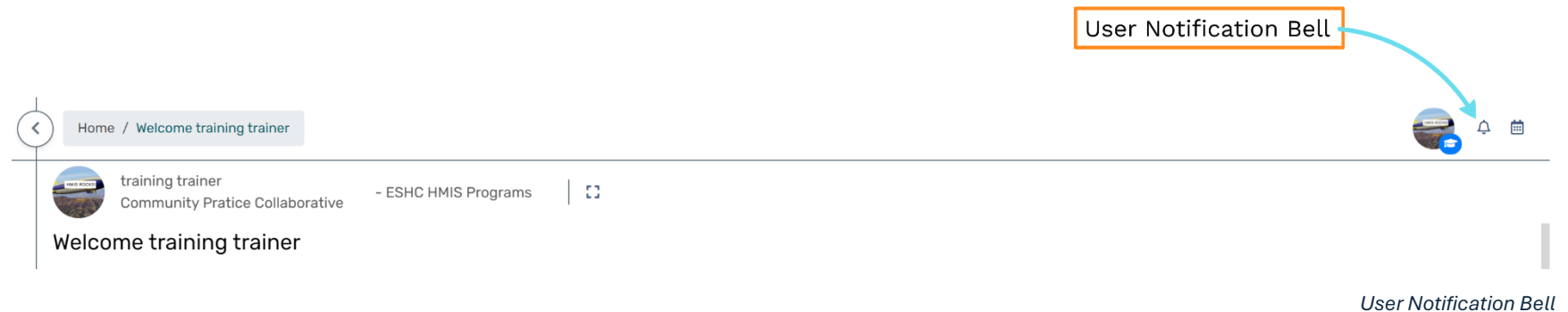
Step 4: Edit notification as applicable. Click “Save” to save, or “Cancel” if no changes were made. Click “Cancel” from the “Notification / Alerts” menu to be navigated back to the “User Profile” workspace container.

Adding User Notifications through the Notification Bell Icon

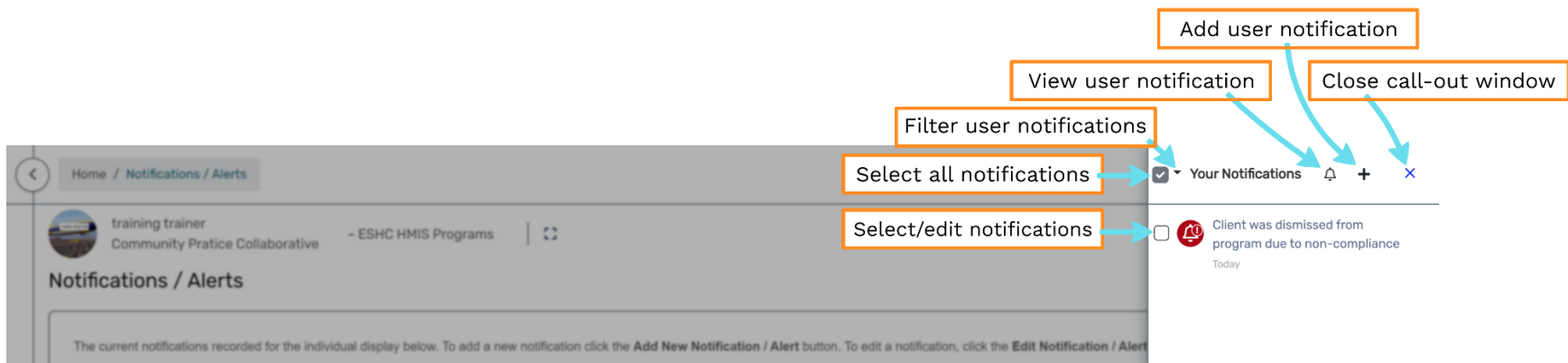
Step 1: Click on the (User) “Notifications” icon* is located on the “Navigation Profile Menu”**.

*To view a list of icons and buttons used in Client Track HMIS, see Chapter:1: HMIS ClientTrack Basics/Key Terminology and Navigation/Icons and Buttons in the “HMIS Basic User 2025 Manual”.

**To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.



Step 2: A call-out window will display any notifications created by clicking on the bell. To add a notification, click on the add notification icon in the call-out window. An “Add Notification” pop-up window will appear.



User Notification Call-out Window Anatomy

An Add notification windows will appear

Add Notification

Notification

Message: *

Notification Type: Violence
 No Contact
 Information
 Service Flag

Priority: * High
 Medium
 Low

Begin Date: 08/15/2024 AM

End Date: MM/DD/YYYY AM

Status: * Acknowledged

Schedule Setup

Use the fields below to determine when to show the notification. If you check *Show Reminder*, you'll be alerted with a popup window the specified length of time before it starts.

Schedule(s)

Adding Client Notifications

Step 4: Complete the form as applicable. Required elements are marked with a (*).

Step 5: Click “Save”. ClientTrack will navigate to the “Notifications / Alerts” page. The notification bell in the entity bar will update.