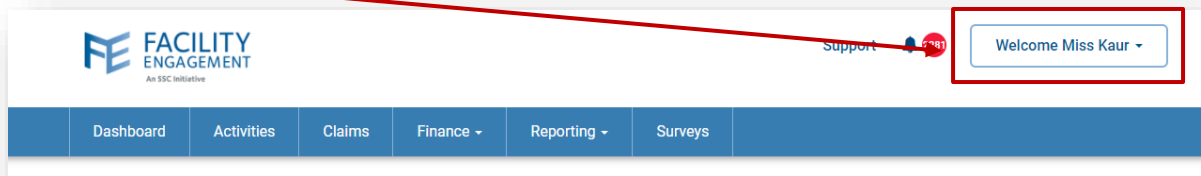


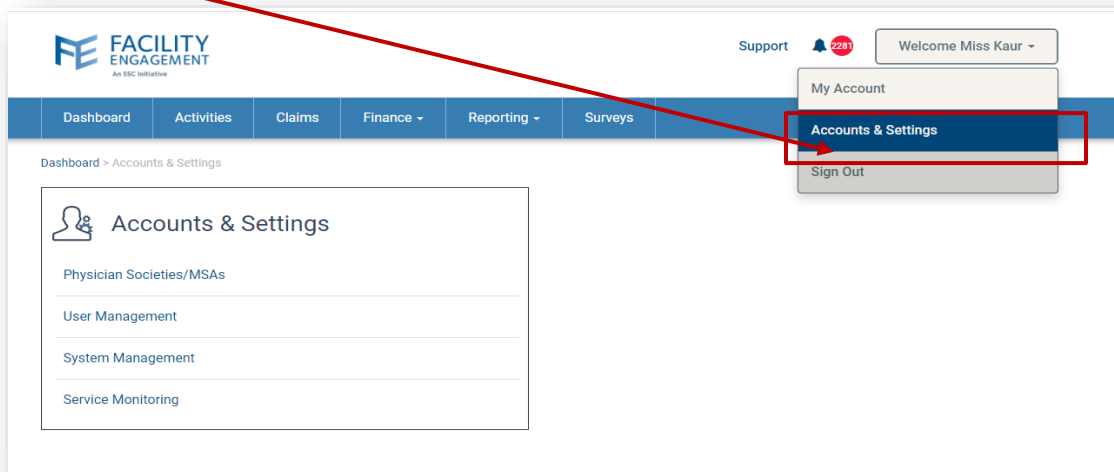
# FEMS Tip Sheet: How to Change an Executive's Email Notifications

## How to solve it in FEMS

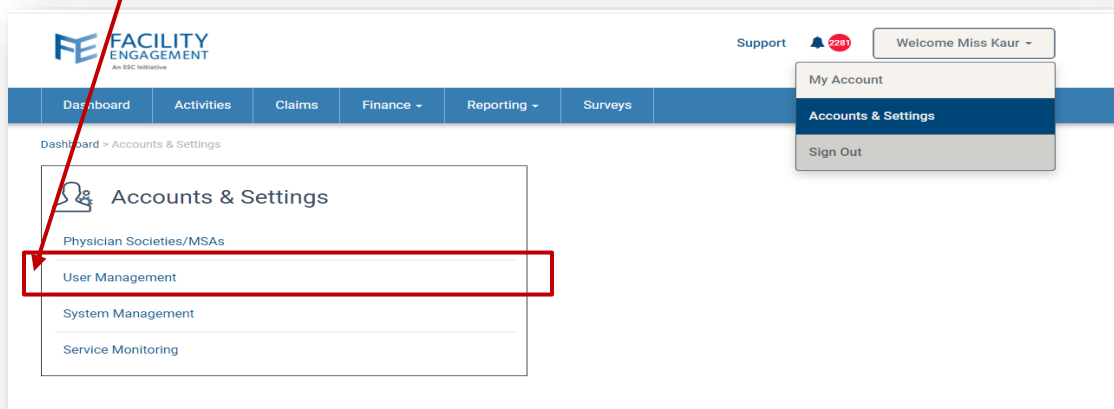
1. Click on the "Welcome *username*" button at the top left corner in FEMS dashboard.



2. Select "Account and Settings" option from the drop down.



3. Select "User Management" option from the Accounts and Settings Menu.



# FEMS Tip Sheet:

## How to Change an Executive's Email Notifications

4. Search for the user using the filters and then click on the record for the user from the list of users, whose profile information needs to be changed.

The screenshot shows the Facility Engagement User Management interface. At the top, there is a navigation bar with 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. Below this, the breadcrumb trail reads 'Dashboard > Accounts & Settings > User Management'. A 'Back to Accounts & Settings' link is visible. The main heading is 'User Management', with an 'Add User' button. A filter bar is highlighted with a red box, containing dropdown menus for 'Names', 'Email', 'Login', 'Physician Society/MSA', 'Roles', 'Engagement Activities', and 'Status', along with a 'Clear All Filters' button. Below the filters is a table with the following data:

LAST NAME	FIRST NAME	EMAIL	LOGIN DETAILS	SOCIETY/MSA & ROLES	ENGAGEMENT ACTIVITIES	ACCOUNT STATUS
Dr. Tavassoli	Dr. Tavassoli	ABC@yaz.com	Never Logged In	Richmond Hospital Physician Society; • Supplier		Active
Fraser Valley Trauma Education Foundation	Fraser Valley Trauma Education Foundation	jhendry2001@gmail.com	Never Logged In	Peace Arch Hospital Physician Society; • Supplier		Active
Mainra	Nikhail	nmainra1@gmail.com	Never Logged In	Children's and Women's Hospitals Medical and Allied Staff Engagement Society; • Supplier		Active
Serafini	Gabrielle	gabby@weltel.org	Never Logged In	Haida Gwaii Hospital and Health Centre (Queen Charlotte Islands General Hospital)		Active

5. Click on the "Update" button.

The screenshot shows the user profile page for Dr. Tavassoli. The breadcrumb trail is 'Dashboard > Accounts & Settings > User Management > Dr. Tavassoli Dr. Tavassoli'. The profile is shown as 'Active'. There are tabs for 'Profile', 'Physician Societies/MSAs', 'Engagement Activity Roles', 'Claims', and 'Permissions'. The 'Update', 'Delete', and 'Disable' buttons are visible, with the 'Update' button highlighted by a red box and a red arrow. Below the buttons is the 'PROFILE OF DETAILS' section:

Type of User	Supplier
Full Name	Dr. Tavassoli Dr. Tavassoli
Email	ABC@yaz.com
Mailing Address	RHPS Richmond, BC Z1Z 1X1 Canada

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## How to Change an Executive's Email Notifications

6. The update account web page will open. Scroll down to the bottom of the page to the account settings section.
7. Toggle off the Receive Approvals Notification button.
8. Press Submit.

### ACCOUNT SETTINGS

\* Email Address

sracicot@doctorsofbc.ca

\* Password ⓘ

\*\*\*\*\*

\* Confirm Password

\*\*\*\*\*

Lock Account

No

Require Password Change

No

Receive Approvals Notifications?

Yes

Submit

Cancel

9. A green success banner will appear at the top of the page when completed.

**Success!** Account successfully updated.

Profile: Sarah Racicot

Active