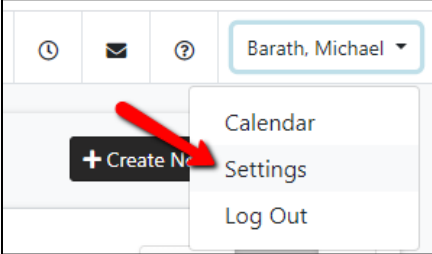
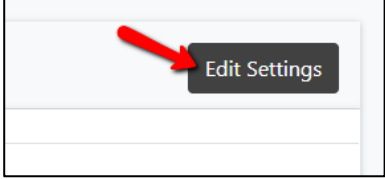
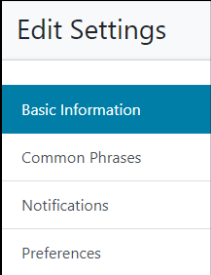
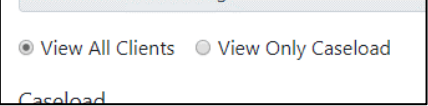

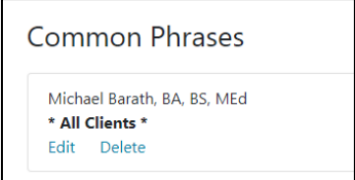
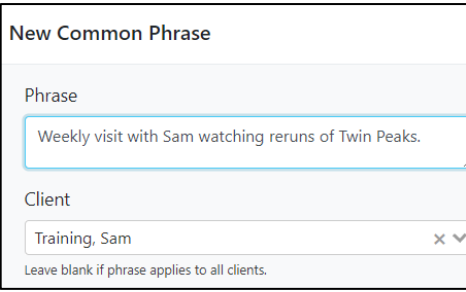
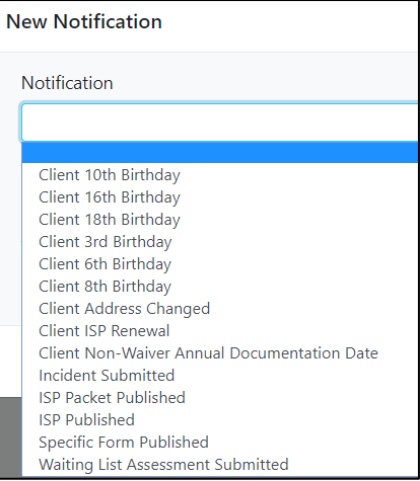




Brittco

Changing User Settings

Changing your settings will make changes across the Brittco environment.

Settings	
<p>Open the dropdown next to your name in the upper right.</p> 	<p>To modify your current settings click <i>Edit Settings</i>.</p> 
<p>Choose the area for which you want to change the settings.</p> 	<p>Basic Information</p> <p>Choose between seeing <i>All Clients</i> or only your <i>Caseload</i>.</p> <p>Be careful, because viewing only your caseload may have unintended consequences, depending on your job duties.</p> 
<p>Basic Information</p> <p>Add a Signature.</p> 	<p>Common Phrases</p> <p>Add phrases to reuse when doing case notes.</p> 
<p>Common Phrases</p> <p>You can create phrases unique to individual clients.</p> 	<p>Notifications</p> <p>You can sign up to be notified automatically when something occurs, such as an incident report being submitted.</p> 

Notifications

Sign up to be notified via Brittco's *Message* system and/or an *Email* to your starkdd email.

Notifications

Notification

Incident Submitted

Via

Message Email

Who

Only My Caseload All Clients

Notifications

Choose to be notified about *All Clients* to whom you have access, or only your *Caseload*.

Notifications

Notification

Incident Submitted

Via

Message Email

Who

Only My Caseload All Clients

Preferences

Set your default Case Notes *Services* and *Locations*, for both TCM and EI Case Notes.

Case Notes

Continuous Case Notes

After saving a case note, automatically set the start time to the previous end time and don't clear the service and location.

Default TCM Service: Targeted Case Management

Default TCM Location: TCM Residence

Don't forget to Update Settings after making each change.

Update Settings or Cancel

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.