# How to assign a Surrogate for Notifications



1. Log into CareVue

2. Click on Tools

3. Open the Notification Tab in the Tools window

4. Click on Surrogate Settings

  a. Add the Surrogate name

  b. If there is a specific time frame you can add that to Surrogate Date Range

    *- there is no way for the system to automatically know when a specific Dr is on or off*