

Forwarding a Notification

You can forward a selected notification to other recipients by following these steps:

1. Select a notification you want to forward.
2. Click Forward (or select Forward from the right-click menu) to display the Notification Recipients dialog box.

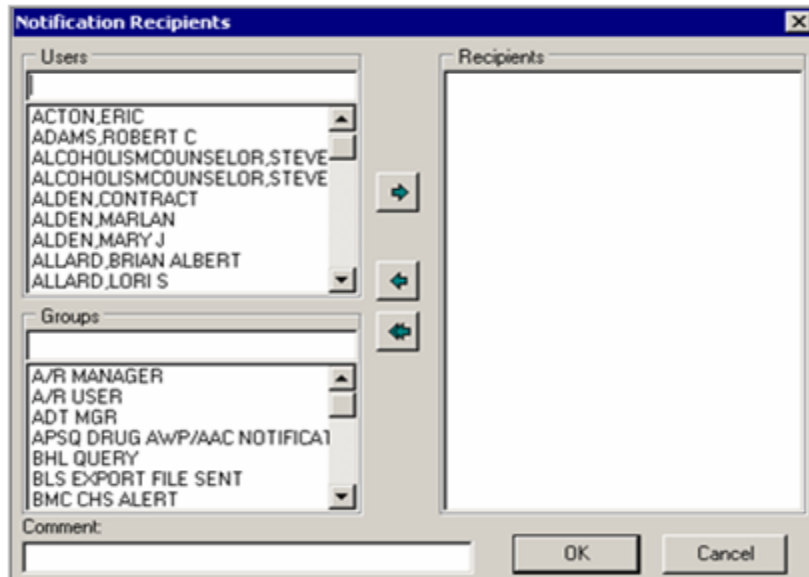





Figure 1. Sample Notification Recipients

3. You can select Users and/or Groups to become recipients of the selected notification.
The list in the Users panel comes from the NEW PERSON file. The list in the Groups panel comes from the **MAIL GROUP** file.
4. To search for a user or group, enter a few characters in the text box, and the list below the text box scrolls to the first name it can match with the characters.
5. To add the user or group to the Recipients field, click the right-pointing arrow ().
6. To remove a user or group from the Recipients field, select the user and/or group and click the left-pointing arrow ().
7. To remove all of the users and/or groups from the Recipients field, click the double arrow ().
8. You can add comments in the Comments field. This field has a right-click menu to aid in editing the text. Refer to [Right-Click Menu to Edit Text](#) for more information.
9. When the Notification Recipients dialog box is complete, click OK. (Otherwise, click Cancel.)
10. You can view the entered comments by hovering your cursor over the notification and viewing the tooltip for it.

MAIL GROUP FILE

- Core Applications ...
 - Device Management ...
 - Menu Management ...
 - Programmer Options ...
 - Operations Management ...
 - Spool Management ...
 - Information Security Officer Menu ...
 - Taskman Management ...
 - User Management ...
- EHR CAREVUE-EHR MASTER CONFIGURATION MENU ...
- FM VA FileMan ...
 - Application Utilities ...
 - Capacity Planning ...
 - HIMS DIRECTOR MENU ...
 - HL7 Main Menu ...
 - Test an option not in your menu

Select Systems Manager Menu ED131(GTM) Option: **FM VA FileMan**

VA FileMan Version 22.0

- Enter or Edit File Entries
- Print File Entries
- Search File Entries
- Modify File Attributes
- Inquire to File Entries
- Utility Functions ...
- Data Dictionary Utilities ...
- Transfer Entries
- Other Options ...
- Electronic Data Dictionary

Select VA FileMan ED131(GTM) Option: **ENTER or Edit File Entries**

Input to what File: MAIL GROUP
EDIT WHICH FIELD: ALL// **<ENTER>**

Select MAIL GROUP NAME: **ENTER IN GROUP NAME HERE**

Are you adding 'ADD NEW GROUP' as a new MAIL GROUP (the 295TH)? No// **Y (Yes)**

Select MEMBER: **ENTER IN A MEMBER OF THE GROUP**

Are you adding 'VEGA,NICOLE' as a new MEMBER (the 1ST for this MAIL GROUP)? N

o// **Y (Yes)**

TYPE: ??

This field indicates what type of recipient this is. If this field has nothing in it, it indicates that this recipient is a primary recipient, and may reply.

CC: indicates that the recipient is being sent a copy, but is not the primary recipient. The recipient may reply.

INFO: indicates that the recipient may not reply to the message; the Message is being transmitted to the recipient for information purposes only.

Choose from:

C CC

I INFO

TYPE: CC CC

DESCRIPTION:

THERE ARE NO LINES!

Edit? NO// **you can enter something here if you like**

TYPE: ??

The type of mail group determines who can send mail to it. Provided there are no AUTHORIZED SENDERS specified, anyone can send mail to a public group and only its members can send mail to a private group. If there are AUTHORIZED SENDERS specified, only those users can address the group.

Choose from:

PU public

PR private

TYPE: PU public

ORGANIZER: HOOTEN,SARA//

COORDINATOR: ??

This field is used as a screen when a user tries to edit a mail group that he is a coordinator of. If the screen fails and the user does not hold the XMMGR key, he cannot edit the mail group.

Even if the coordinator is REMOVED from the Mail System, this field will remain to indicate who created the Mail Group if others can use it. If it is a Personal Group, it will be deleted.

COORDINATOR:

Select AUTHORIZED SENDER: ??

You may enter a new AUTHORIZED SENDER, if you wish this subfile records user numbers of those users who have the exclusive privilege of addressing the mail group. Messages sent by other users will reach the group only if forwarded by an authorized sender. The authorized senders receive all mail addressed to the group.

WARNING: If a group has authorized senders, then remote users will not be able to send messages to it. Any messages sent by a remote user to a group with authorized senders will be rejected.

Select AUTHORIZED SENDER:

ALLOW SELF ENROLLMENT?: ??

If this field is set to "YES", then users may use the JOIN option to make themselves members of the group, or to drop their names from the group. This option is only operative with public groups.

Choose from:

y YES

n NO

ALLOW SELF ENROLLMENT?: Y YES

REFERENCE COUNT: ??

This is a count of the number of times this mailgroup has been used as a recipient of a message. This will help site managers monitor the activity of mail groups.

REFERENCE COUNT: **blank**

LAST REFERENCED: ??

This is the date on which this mail group was last referenced.

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057 (omitting punctuation)

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer uses CURRENT YEAR.

A 2-digit year means no more than 20 years in the future, or 80 years in the past.

You may omit the precise day of the month, e.g.: Jan, 1957

LAST REFERENCED: **blank**

RESTRICTIONS: ??

This field is only applicable for PRIVATE mail groups.

It is ignored for PUBLIC mail groups.

This field controls who may address (send messages to) this PRIVATE mail group.

If 0 (zero) or null, then the group is unrestricted, and all members may address the group.

If 1, then only the organizer may address the group.

The group is a personal group.

Note that non-members cannot address private mail groups.

Choose from:

0 UNRESTRICTED

1 ORGANIZER ONLY

RESTRICTIONS: **blank**