

Core Applications ...  
Device Management ...  
Menu Management ...  
Programmer Options ...  
Operations Management ...  
Spool Management ...  
Information Security Officer Menu ...  
Taskman Management ...  
User Management ...  
FM VA FileMan ...  
Application Utilities ...  
Capacity Planning ...  
HL7 Main Menu ...  
Test an option not in your menu

Select Systems Manager Menu Option: **TEST an option not in your menu**  
Option entry to test: **ALERT MANAGEMENT XQALERT MGR Alert Management**

SURO Alerts - Set/Remove Surrogate for User  
Delete Old (>14 d) Alerts  
Make an alert on the fly  
Report Menu for Alerts ...  
Set Backup Reviewer for Alerts  
Surrogate for which Users?

Select Alert Management Option: **SURO Alerts - Set/Remove Surrogate for User**

SURROGATE related to which

NEW PERSON entry: LAMB,LAUREN LL SYSTEM MANAGER LAMB,LAUREN → Enter the name of the provider that is gone

Current Surrogate(s):            START DATE            END DATE

No current surrogates

Do you want to SET a new surrogate recipient? NO// **YES**

Select USER to be SURROGATE: VEGA,NICOLE nv SYSTEM MANAGER VEGA, → Enter the name of the provider who will be covering

- If no date/time is entered, new alerts will start going to the SURROGATE immediately.
- A past date/time (earlier than NOW) is not permitted.
- If a date is entered, then a time is also required.

Enter Date/Time SURROGATE is to start: (JAN 17,2018@11:22:01-DEC 31,2699): NOW → Enter the date and time you want the notifications to be sent to the new provider.

- If no date/time is entered, YOU must remove the SURROGATE to terminate the surrogacy.
- A past date/time (earlier than NOW) is not permitted.
- If a date is entered, then a time is also required.

Enter Date/Time SURROGATE is to end: (JAN 17,2018@11:22:19-DEC 31,2699): T+10@1200 (JAN 27, 2018@12:00) → Enter a date and time you want the notifications to stop forwarding to the covering provider.

Do you want to SET a new surrogate recipient? NO//