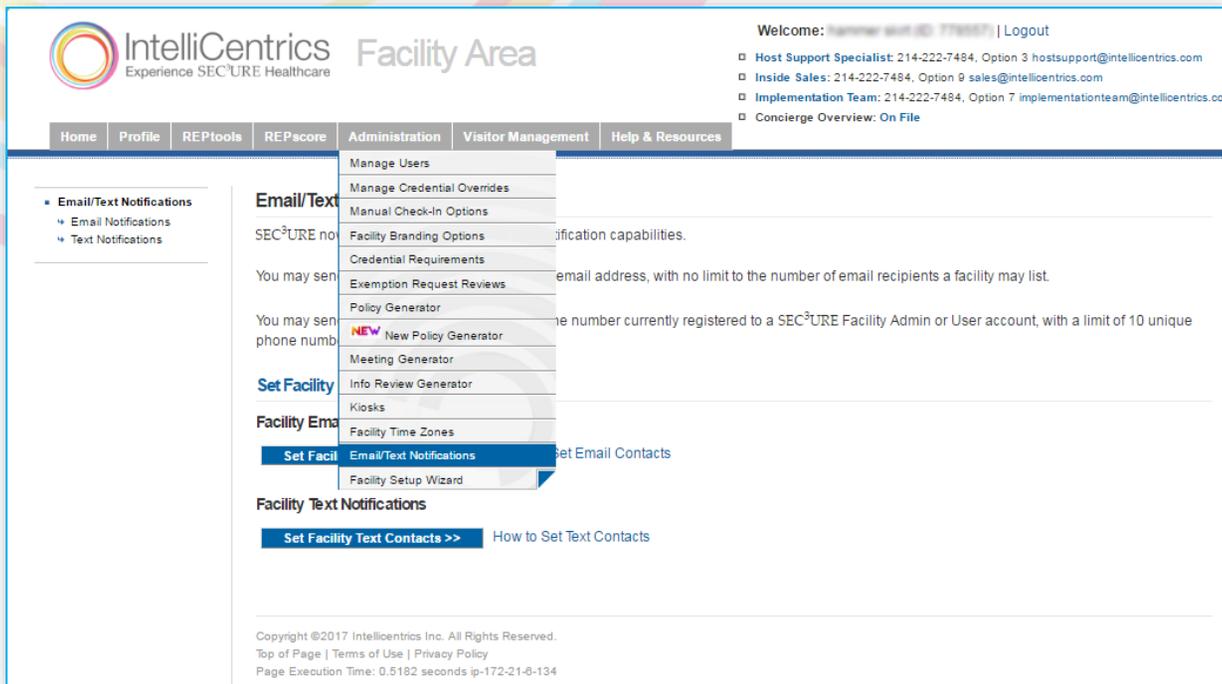


# SEC<sup>3</sup>URE Facility Administrator | Set Email & Text Alerts

SEC<sup>3</sup>URE streamlines your facility notifications by sending automated alerts and reminders. Facility Host Administrators set as much (or as little) communications to notify facility employees when certain events occur.



SEC<sup>3</sup>URE tracks the people who are entering and leaving your facilities as well as matches them to the policies and credentials you want enforced. SEC<sup>3</sup>URE alerts help track facility activities so you can make informed decisions about your security. The key to *your facility security* is EVERYONE doing their part to enforce your policies.



The screenshot shows the IntelliCentrics Facility Area interface. The top navigation bar includes 'Home', 'Profile', 'REPtools', 'REPScore', 'Administration', 'Visitor Management', and 'Help & Resources'. The 'Administration' menu is expanded, showing options like 'Manage Users', 'Manage Credential Overrides', 'Manual Check-In Options', 'Facility Branding Options', 'Credential Requirements', 'Exemption Request Reviews', 'Policy Generator', 'NEW New Policy Generator', 'Meeting Generator', 'Info Review Generator', 'Kiosks', 'Facility Time Zones', 'Email/Text Notifications', and 'Facility Setup Wizard'. The 'Email/Text Notifications' option is highlighted. The main content area shows sections for 'Email/Text Notifications', 'Set Facility', 'Facility Email', and 'Facility Text Notifications'. The footer contains copyright information and page execution time.

To set SEC<sup>3</sup>URE facility email and text alerts:

## Administration > Email/Text Notifications

This takes you to the *Email/Text Notifications* page where you can then designate who should receive notifications.



## How to set SEC<sup>3</sup>URE Email Notifications:

Administration > Email/Text Notifications > Set Facility Email Contacts >> Set Email Contacts

On the *Facility Email Contacts* page, there is a summary of facilities and which email notifications are already *Assigned* or *Not Set*. Select the **Set Email Contacts** link next to the facility name.

There are two sections on the *Email Notifications* page for setting alerts.

### Default (Recommended)

This will set email alerts for every HCIR / Rep category type visiting your facilities. Start by typing the first few letters of the employee's name or SEC<sup>3</sup>URE user ID and selecting the name. You may also enter and then add a full email address. Check the email alerts she/he should receive and then **Update Emails >>**.

**Facility Area** | Welcome: [hammer.sant@id: 778887](#) | Logout

- Host Support Specialist: 214-222-7484, Option 3 [hostsupport@intellcentrics.com](mailto:hostsupport@intellcentrics.com)
- Inside Sales: 214-222-7484, Option 9 [sales@intellcentrics.com](mailto:sales@intellcentrics.com)
- Implementation Team: 214-222-7484, Option 7 [implementationteam@intellcentrics.com](mailto:implementationteam@intellcentrics.com)
- Concierge Overview: [On File](#)

Home | Profile | REPTools | REPScore | Administration | Visitor Management | Help & Resources

• Email/Text Notifications
 

- Email Notifications
- Text Notifications

### Email Notifications

#### Facility Email Contacts

Click the Set Email Contacts link to add or update email addresses that will receive the alerts listed below.

Facility	Set Email Contact	Kiosk Alert Email	REPScore Dispute Email	Meeting Request Email	Visitor Kiosk Email
Sacred Alaska Regional (Sales Demo)	<a href="#">Set Email Contacts</a>	Not Set	Not Set	Not Set	Not Set
Sacred Memorial (Hosp Demo)	<a href="#">Set Email Contacts</a>	Assigned	Assigned	Assigned	Assigned
Development Facility (Tech Demo)	<a href="#">Set Email Contacts</a>	Assigned	Assigned	Assigned	Assigned

**Kiosk Alert Email:** When a rep attempts to enter a facility at a kiosk but has not fulfilled the entry requirements, a detailed notification will be sent to each email address entered.

**REPScore Dispute Email:** Reps can dispute REPScore events. If it is an automated event, a detailed notification about the dispute will be sent to each email address entered. Only administrator-level users can review REPScore disputes.

**Meeting Request Email:** If you choose to use the Meeting Request feature, enter the email(s) here to receive notification of requests. Only administrator-level users can review meeting requests.

**Visitor Kiosk Email:** When a visitor attempts to enter a facility at a kiosk and matches an existing SEC<sup>3</sup>URE rep, a detailed notification will be sent to each email address entered.

**Facility Area** | Welcome: [hammer.sant@id: 778887](#) | Logout

- Host Support Specialist: 214-222-7484, Option 3 [hostsupport@intellcentrics.com](mailto:hostsupport@intellcentrics.com)
- Inside Sales: 214-222-7484, Option 9 [sales@intellcentrics.com](mailto:sales@intellcentrics.com)
- Implementation Team: 214-222-7484, Option 7 [implementationteam@intellcentrics.com](mailto:implementationteam@intellcentrics.com)
- Concierge Overview: [On File](#)

Home | Profile | REPTools | REPScore | Administration | Visitor Management | Help & Resources

• Email/Text Notifications
 

- Email Notifications
- Text Notifications

### Email Notifications

- How to Set Email Contacts

#### Update Sacred Alaska Regional (Sales Demo) Email Contacts

**Default (Recommended)**  
Set facility-wide default email addresses for alerts.

You may search by name and/or email address of account holders. Those who do not have account, just add email address.

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Contact	Rep Type	Kiosk Alert Email	REPScore Dispute Email	Meeting Request Email	Visitor Kiosk Email
collar painstaking [701614@reptrax.com]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
plot dust [821434@reptrax.com]		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reason rustic [655828@reptrax.com]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stingy discover [700455@reptrax.com]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
taste melodic [792450@reptrax.com]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Override the default address above. The default address will be ignored in favor of any entered below when a rep's actions generate an alert.

Select categories to add email addresses to:

- Clinical Contract Provider with access to OR/Patient Care Areas
- Vendor Rep with access to CR
- Tissue Rep with access to OR
- Service Tech/Manager with access to OR

You may search by name and/or email address of account holders. Those who do not have account, just add email address.

Contact	Rep Type	Kiosk Alert Email	REPScore Dispute Email	Meeting Request Email	Visitor Kiosk Email
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Kiosk Alert Email:** When a rep attempts to enter a facility at a kiosk but has not fulfilled the entry requirements, a detailed notification will be sent to each email address entered.

**REPScore Dispute Email:** Reps can dispute REPScore events. If it is an automated event, a detailed notification about the dispute will be sent to each email address entered. Only administrator-level users can review REPScore disputes.

**Meeting Request Email:** If you choose to use the Meeting Request feature, enter the email(s) here to receive notification of requests. Only administrator-level users can review meeting requests.

**Visitor Kiosk Email:** When a visitor attempts to enter a facility at a kiosk and matches an existing Reptrax rep, a detailed notification will be sent to each email address entered.

### Rep Category Specific (Optional)

Selecting anything in this section overrides all email notifications set in the Default section above. This will set email alerts for specific HCIR / Rep category(ies) types.

Start by choosing the HCIR / Rep categories [hold down the Ctrl (PC) / Command (Mac) and click to select multiple]. Next, type the first few letters of the employee's name or SEC<sup>3</sup>URE user ID and select the name. You may also enter and then add a full email address. Check the email alerts this person should receive and then **Update Emails >>**.

Select the red X in the person's row to remove from alerts.



## How to set SEC<sup>3</sup>URE Text Notifications:

Administration > Email/Text Notifications > Set Facility Text Contacts >> Set Text Contacts

**Text Notifications**

**Facility Text Contacts**

Click the Set Text Contacts link to add or update phone numbers that will receive the alerts listed below.

Facility	Set Text Contacts	Kiosk Alert Text	REPscore Dispute Text	Meeting Request Text	Visitor Kiosk Text
Sacred Alaska Regional (Sales Demo)	<a href="#">Set Text Contacts</a>	Not Set	Not Set	Not Set	Not Set
Sacred Memorial (Hosp Demo)	<a href="#">Set Text Contacts</a>	Not Set	Not Set	Not Set	Not Set
Development Facility (Tech Demo)	<a href="#">Set Text Contacts</a>	Not Set	Not Set	Not Set	Not Set

**Kiosk Alert Text:** When a rep attempts to enter a facility at a kiosk but has not fulfilled the entry requirements, a detailed notification will be sent to each phone number entered.

**REPscore Dispute Text:** Reps can dispute REPscore events. If it is an automated event, a detailed notification about the dispute will be sent to each phone number entered. Only administrator-level users can review REPscore disputes.

**Meeting Request Text:** If you choose to use the Meeting Request feature, enter the phone number(s) here to receive meeting requests. Only administrator-level users can review meeting requests.

**Visitor Kiosk Text:** When a visitor attempts to enter a facility at a kiosk and matches an existing SEC<sup>3</sup>URE rep, a detailed notification will be sent to each phone number entered.

On the *Text Notifications* page, there is a summary of facilities and which text notifications are already *Assigned* or *Not Set*. Select the **Set Text Contacts** link next to the facility name.

There are two sections on the *Text Notifications* page for setting alerts.

### Default (Recommended)

This will set text alerts for every HCIR / Rep category type visiting your facilities. Start by typing the first few numbers of the employee's mobile or name (*this must be setup in the SEC<sup>3</sup>URE user accounts already*). Select the person's *Name [mobile]*, check the alert texts she/he should receive, and then **Update Mobiles >>**.

If the employee is using a personal mobile device, standard carrier service charges will apply.

### Rep Category Specific (Optional)

Selecting anything in this section overrides all text notifications set in the Default section above. This will set email alerts for specific HCIR / Rep category(ies) types.

Start by choosing the HCIR / Rep categories [*hold down the Ctrl (PC) / Command (Mac) and click to select multiple*]. Next, type the first few numbers of the employee's mobile or name (*this must be setup in the SEC<sup>3</sup>URE user accounts already*). Select the person's *Name [mobile]*, check the alert texts she/he should receive, and then **Update Mobiles >>**.

Select the red X in the person's row to remove from alerts.

**Text Notifications**

Data rates apply for text messages.

- How to Set Text Contacts

**Update Sacred Memorial (Hosp Demo) Text Contacts**

**Default (Recommended)**

You may enter 9 more unique text alert contacts.

Set facility-wide default phone numbers for alerts.

You may search by name and phone numbers of account holders. To register to receive text messages, you must have a Reprax facility account.

Contact	Kiosk Alert Text	REPscore Dispute Text	Meeting Request Text	Visitor Kiosk Text
Tanisha McFadden [-]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Rep Category Specific (Optional)**

Override the default phone numbers above. The default phone numbers will be ignored in favor of any entered below when a rep's actions generate an alert.

Select categories to add phone numbers to:

- Clinical Contract Provider with access to OR/Patient Care Areas
- Vendor Rep with access to OR
- Tissue Rep with access to OR
- Service Tech/Manager with access to OR

You may search by name and phone numbers of account holders. To register to receive text messages, you must have a Reprax facility account.

Contact	Rep Type	Kiosk Alert Text	REPscore Dispute Text	Meeting Request Text
Tanisha McFadden [-]	Vendor Rep with access to OR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanisha McFadden [-]	Service Tech/Manager with access to OR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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