

How to Turn On User Default Order Notifications:

1: Login to OSIIS



The login page for the Oklahoma State Immunization Information System (OSIIS). At the top, there is a logo with colorful stylized figures and the text "OSIIS IMMUNIZE! SAVE LIVES". Below the logo, it says "Oklahoma State Immunization Information System". The login section includes a "Login" heading, "Username" and "Password" input fields, a "Forgot Password?" link, and a green "Login" button. Below the login fields, there is a "Trouble Logging in?" link and a "Request User Account" link. A "NOTICE" paragraph follows, stating that users agree to confidentiality and that unauthorized access is a violation of federal and state law. At the bottom, the version number "Version 21.1.0.0" and copyright information "Copyright © 2001-2021 Envision Technology Partners Inc." are displayed.

OSIIS
IMMUNIZE! SAVE LIVES
Oklahoma State Immunization Information System

Login

Username

Password

[Forgot Password?](#) [Login](#)

[Trouble Logging in?](#)

[Request User Account](#)

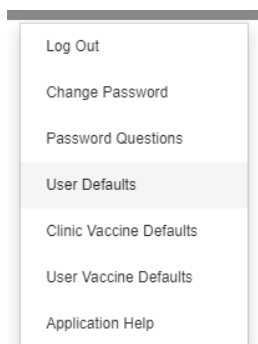
NOTICE: You are about to gain access to an Oklahoma State Department of Health application. By proceeding, you are agreeing that all information made available to you through this application will be kept confidential. Any unauthorized access, use, and/or disclosure of information received by you through this application is a violation of federal and state law and will result in a loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including, but not limited to, suspension or dismissal. This release of protected health information is pursuant to an individual request as authorized under 45 C.F.R. § 164.524, 63 O.S. § 1-502.2, and/or other federal and state statutes, rules, and regulations.

Version 21.1.0.0 Copyright © 2001-2021 Envision Technology Partners Inc.

2. Once logged in on the top right of your screen you will see your name:



3. Click on the down arrow next to your name and then click User Defaults



4. Scroll to the very bottom of the page where you should see this list of notification:

Notifications - Click on the checkboxes below to turn on/off email notifications.

	Email
	☐
Address / Name Change Request Completed	☐
Address / Name Change Request Decision Alert	☐
Address / Name Change Request For Approval Action	☐
Case Note Added Alert	☐
Case Status Changed Alert	☐
Case Team Member Added Alert	☐
Clinic Change Request Canceled	☐
Clinic Change Request Effective Date Changed	☐
Clinic Contact Information Modified Alert	☐
Clinic Delivery Hours Changed Alert	☐
Complaint Added To Case Alert	☐
Enrollment Expiration Alert	☐
Multiple Z3 or Z4 Contacts Alert	☐
Order Approved Alert	☐
Order Pending Shipment Alert	☐
Order Rejected Alert	☐
Order Submitted For Approval Action	☐
Return Approved Alert	☐
Return Rejected Alert	☐
Return Submitted For Approval Action	☐
Staff Change Request Decision Alert	☐
Staff Change Request For Approval Action	☐
Staff Import Request Decision Alert	☐
Staff Import Request For Approval Action	☐
Storage Unit Status Alert	☐
Storage Unit Status Approval Action	☐

5. Make sure the below 4 are checked:

Order Approved Alert	☒
Order Pending Shipment Alert	☒
Order Rejected Alert	☒
Order Submitted For Approval Action	☒

6. Once you have checked those click the green 'Update' button.



7. Once this is complete you will start seeing your notifications coming through under the bell icon:



8. Click on that and it will show you all your shipment/order notifications.