

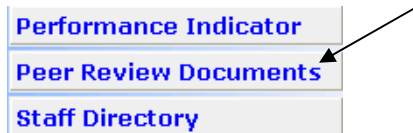
# Incident Report Preferences

## How to set E-mail Notifications, Out of Office Delegate, and Common Reviewers Preferences

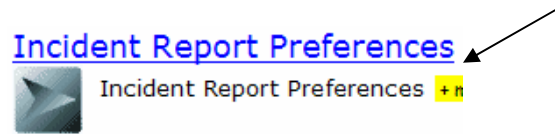
Certain aspects of the Incident Report module can be controlled by setting personal preferences. The chart below shows what things can be controlled and describes what each setting does.

### To Set Incident Report Preferences:

1. Click on the [Peer Review Documents](#) link in the Main Menu.



2. Click on the [Incident Report Preferences](#) link to the right of the Main Menu.



3. Set or change your preferences by doing the following:

Field/Section:	Instructions:
Preference for Staff	This field is used for supervisors who need to change the preferences for their staff. The name in this field is the person you are changing preferences for. Your name will pre-fill. To select another staff member, use the <b>lookup</b> button.
Email Notices	Check this box if you don't want to receive any e-mails notifying you that an Incident Report was sent to you for review. This setting only applies to notifications that an Incident Report was added to your queue.  It does not apply to e-mails related to the enforcement of policies. For example, there is a policy that an Incident Report must be submitted to the CMH within 24 hours of the incident. If you start an Incident Report but do not finish it within 24 hours, the system will send you an e-mail. This is a policy e-mail and will be sent regardless of this setting.

<p><b>Out of Office Delegate</b></p>	<p>If you are going to be out of the office for a while, you can select someone else to receive the Incident Reports that Encompass automatically sends you (i.e. if you are a consumer's case manager). Use the <b>lookup</b> button to select the staff member you want Encompass to send Incident Reports to. In order to receive Incident Reports when you get back, click the <b>Clear</b> button to clear this field.</p> <p><b>Note:</b> The person you select will not receive Incident Reports sent to you when someone manually adds you as an additional reviewer.</p>
<p><b>Common Reviewers</b></p>	<p>If you usually send Incident Reports to the same reviewers, you can add them here. Any reviewers added here can be added to Incident Reports by clicking the <b>Common Reviewers</b> button in other screens. To add people, use the <b>lookup</b> button. Click on <a href="#">Add new Line</a> to add more reviewers.</p>

4. Click **SAVE** to set the preferences. To exit without saving the settings, click **CANCEL**.