What’s New in PowerShare Network, November 2014

The following new features have been added to PowerShare® Network for the November 2014 product update.

What’s New?

With this latest version of PowerShare Network, you can:

• Create a New Facility Account for an Existing User
• Login Information, Account Settings, and Changing Facilities
• Manage Email Notification Rules
Create a New Facility Account for an Existing User

**Note:** This feature applies only to email addresses that already exist in the system for an existing facility administrator or clerk user. In addition, only users with Administrator privileges can perform this task.

This new feature allows a facility administrator or a clerk user to switch between different accounts and perform functions based upon the role that they were assigned in each account.

When creating a user, if you enter an *email address* that already exists in the system and move your cursor to the next field (by mouse click or Tab key), you will see the following message:

**User with this email address already exists at another facility. Name and password have been populated accordingly.**

If you first enter the *user name and/or password* for the user, and then enter the (existing) email address, the current user name and password for the existing user overwrites what you entered in those two fields. Doing this allows the user to keep their current user name and password when they are added to a new facility.
Login Information, Account Settings, and Changing Facilities

A drop-down menu next to your user name (in the upper-right portion of the window) allows you to view your login details, click a link that opens your account settings window, or, if you belong to more than one facility, change facilities.

To view these items, click your user name.

Note: If you have accounts at multiple facilities, your user name also shows the name of the facility to which you are currently connected.

- **Logged in as**: Shows who you are logged in as: first and last name, and your user name.
- **Account Settings** link: Click this link to open the Account Settings window.
- **Facility**: Shows you the facilities at which you have an account. Click the button to the left of the facility name to change facilities.

Note: If you have accounts at multiple facilities, each time you log in you return to your primary account, which is the account in which your email was first set up.

If you have only one account, the facility name is not included in the menu.
Manage Email Notification Rules

You can now create a rule for some of the email notifications in the PowerShare Network Notification Preferences window.

Note: Only one rule can be applied to a notification, but a rule can contain several criteria which can be applied as either Any (if any criteria match) or All (requires all of the criteria to match). These items are discussed below in this section.

To manage email notification rules:

1. Click your user name near the top right of the PowerShare Network window and click the Account Settings link.
2. From the Account Settings window, click the Notification Preferences icon. The External Email Notification Settings window opens. Notifications that allow rules and rule modifications have the words set rules (for notifications that currently do not have a rule) or view/modify rules (for notifications that currently have a rule assigned).
3. Click the link beside the notification for which you want to add or modify a rule. The Set Email Notification Rules window opens. The illustration below shows a notification that
currently has no rule criteria applied. As a reminder, the notification with which you are working (in the illustration below, images are uploaded by any of my contacts) is shown in bold text.

The following illustration shows a notification with two criteria already added.
The table below defines each item in the **Set Email Notification Rules** window. The numbers refer to those in the previous illustration.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select either <strong>Send</strong> or <strong>Don't send</strong> from this drop-down list to determine whether or not an email is sent based on the criteria.</td>
</tr>
<tr>
<td>2.</td>
<td>Select either <strong>all</strong> or <strong>any</strong>. <strong>All</strong> means that <strong>all</strong> of the criteria must be met for the rule to be applied. <strong>Any</strong> means that if <strong>any</strong> of the criteria match the rule is applied.</td>
</tr>
<tr>
<td>3.</td>
<td>Select <strong>Body Part</strong>, <strong>Description</strong>, <strong>Institution Name</strong>, <strong>Modality</strong>, <strong>Reading Physician</strong>, <strong>Referring Physician</strong>, or <strong>Tag</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Select <strong>equals</strong>, <strong>not equals</strong>, <strong>contains</strong>, <strong>does not contain</strong>, <strong>starts with</strong>, or <strong>ends with</strong>.</td>
</tr>
<tr>
<td>5.</td>
<td>Fill in this text field, based on the items you selected in items 3 and 4.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the trash can icon to delete that row’s criteria.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Reset</strong> removes any criteria you added since you last saved the rule.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Delete</strong> appears when you are editing an existing rule. Click <strong>delete</strong> to remove the rule completely from the notification.</td>
</tr>
<tr>
<td>9.</td>
<td>Adds a new row allowing you to add another criteria.</td>
</tr>
<tr>
<td>10.</td>
<td>Click <strong>Save Changes</strong> to save any changes you’ve made to this rule. Click <strong>Cancel</strong> to return to the email notifications settings list without saving any of the current changes you made to the rule.</td>
</tr>
</tbody>
</table>