How to Turn On User Default Order Notifications:

1: Login to OSIIS

IMMUNIZE! SAVE LIVES Oklahoma State Immunization Information System
Login
Licemana Bacsword
C Seriane Passion
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.
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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

Log Out
Change Password
Password Questions
User Defaults
Clinic Vaccine Defaults
User Vaccine Defaults
Application Help

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.