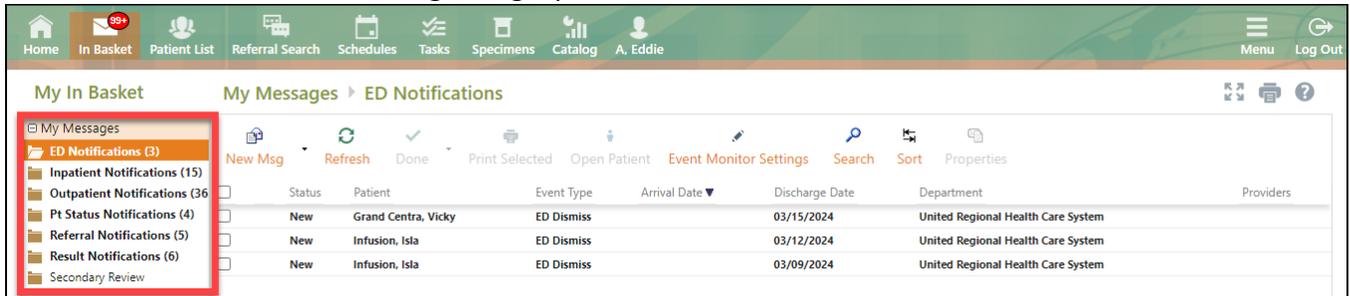# Tip Sheet 💡

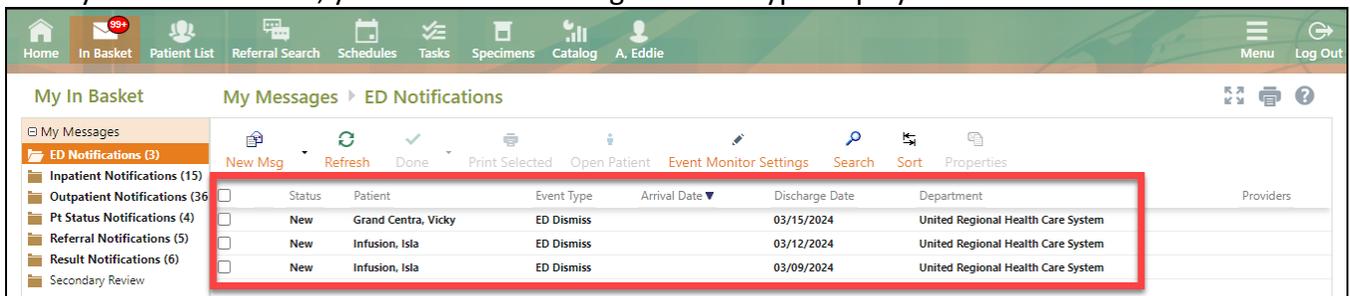# EpicCare Link: Managing In Basket Notifications

Try It Out

1. From within the In-Basket activity, the left column will show you a variety of folders. Each folder will be a different kind of notification regarding a patient status, order, etc.
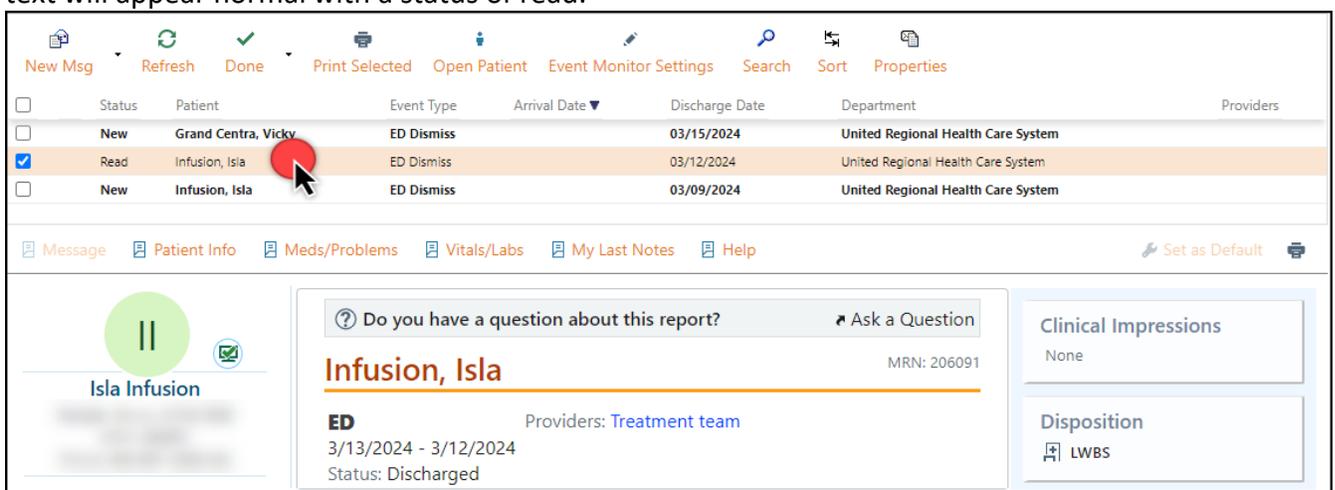

2. Once you select a folder, you will see all messages of that type displayed in the middle of the screen.

3. Any messages that have not been read will appear in bold. Once you click on a message to read it, the text will appear normal with a status of read.

4. After reading a message, the total count of notifications will lower to reflect only the unread messages left in your In Basket. Use the toolbar above to take action on the message.

5. To adjust what type of notifications you receive in your In Basket, navigate to the **Menu > Settings > Event Notifications**.

   - See tip sheet "Customization Event Notification Settings" for more detailed information.