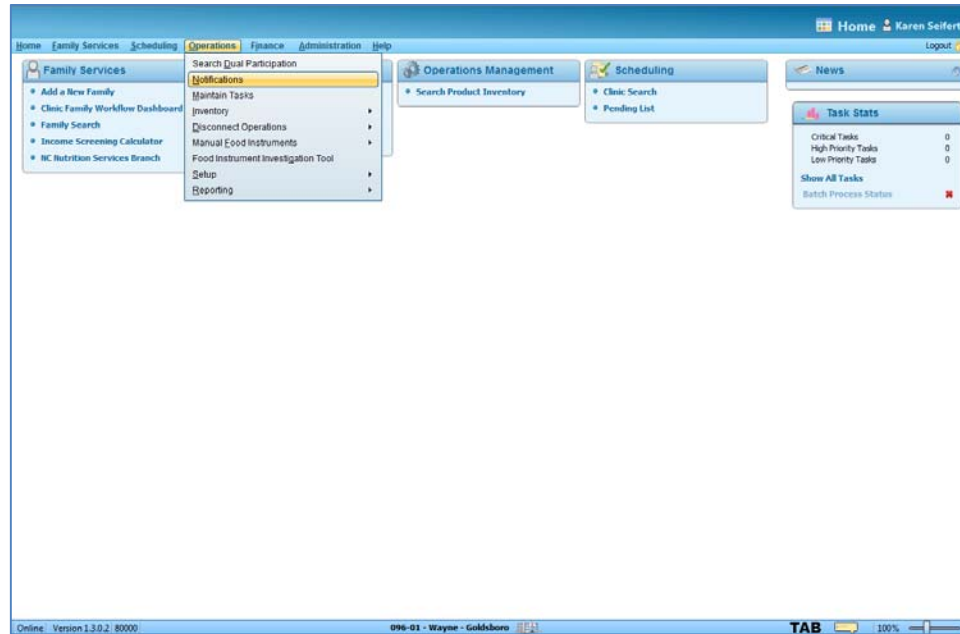


# Printing Missed Appointment Notifications

1. From the Home Screen, go to **Operations**, then click on **Notifications**.



- Under **Search Criteria**, select one or more options to search for notifications.
- Click **Search**. The screen refreshes and displays the results in the Search Results grid.

The screenshot shows the Notifications system interface. In the 'Search Criteria' section, the 'Appointment' checkbox is checked, and the 'Appointment Type' dropdown is set to 'Subsequent Certification'. The 'Appointment Status' dropdown is set to 'Missed'. The 'Search' button is highlighted with a red box. Below the search criteria, the 'Search Results' section displays a table with 4 items.

E-mail/Text	Print	Phone	Family ID	Parent / Guardian Name	Preference	Appointment Type	Appointment Date	Appointment Status	Attachments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1720000474	MARIA WILLIAMS	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1720000535	JAMESHA BARNES	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200001071	RONIQUE LEWIS	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200000157	DATA CONVERSION	Mal	Subsequent Certification	01/01/0001	Missed	

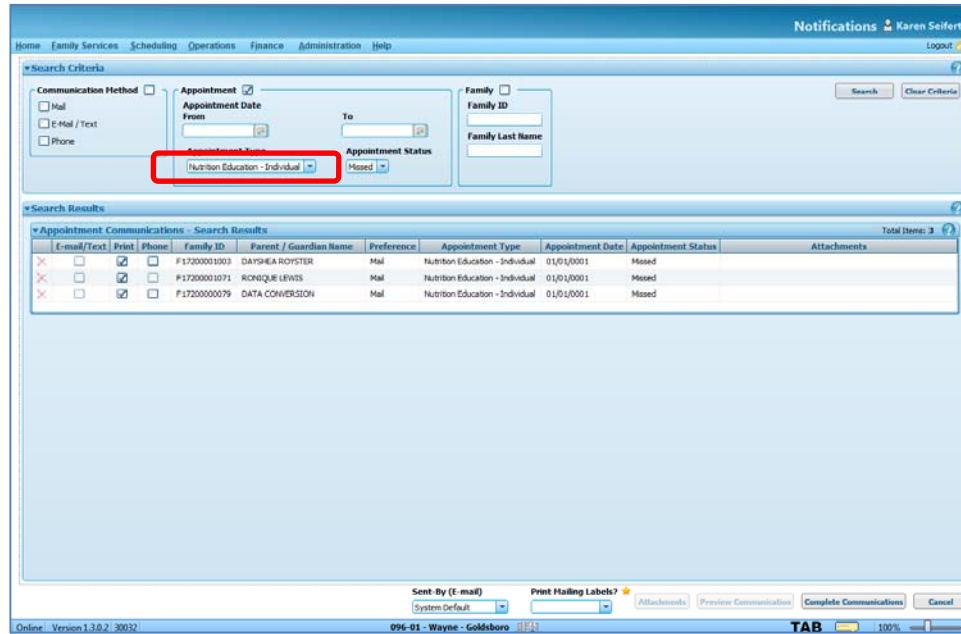
**Example 1:** Searching for Missed Subsequent Certification Appointments

**Example 2:** Searching for Missed Food Benefit Issuance Appointments

The screenshot shows the Notifications system interface. In the 'Search Criteria' section, the 'Appointment' checkbox is checked, and the 'Appointment Type' dropdown is set to 'Food Benefit Issuance'. The 'Appointment Status' dropdown is set to 'Missed'. The 'Search' button is highlighted with a red box. Below the search criteria, the 'Search Results' section displays a table with 7 items.

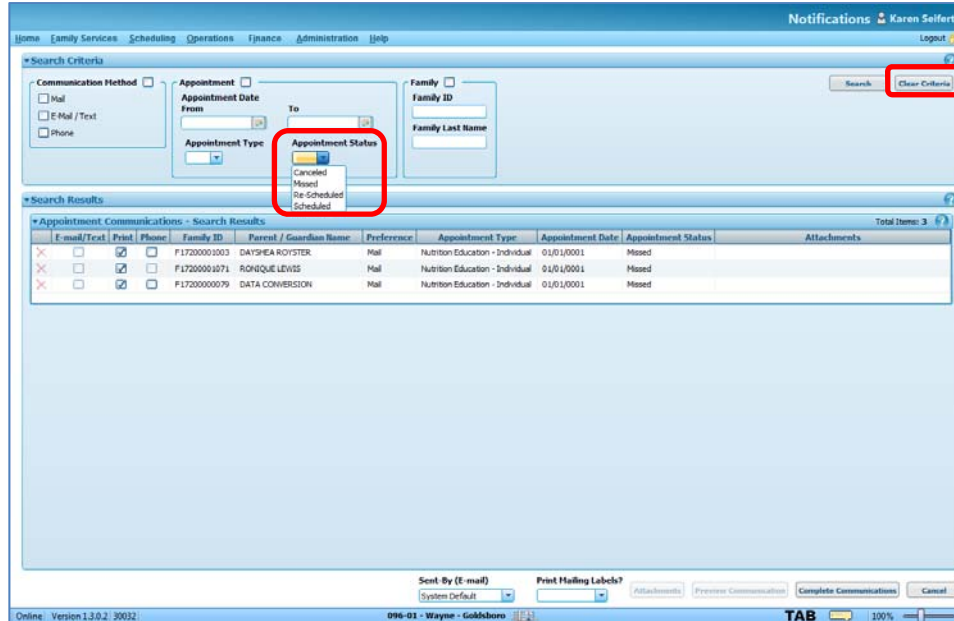
E-mail/Text	Print	Phone	Family ID	Parent / Guardian Name	Preference	Appointment Type	Appointment Date	Appointment Status	Attachments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1720000103	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200000373	ANUSKA RAMHARJIE-WATERS	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200001062	JALISSA ROWE	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200001152	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200000123	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200000200	Jasmine smith	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F17200000065	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	

**Example 3:** Searching for Missed Nutrition Education-Individual Appointments



To generate a list of ALL missed appointments:

1. If other fields are filled in, click **Clear Criteria**.
2. Once the fields have cleared, select **Missed** from **Appointment Status** dropdown.
3. A list of ALL Missed Appointments will be generated.



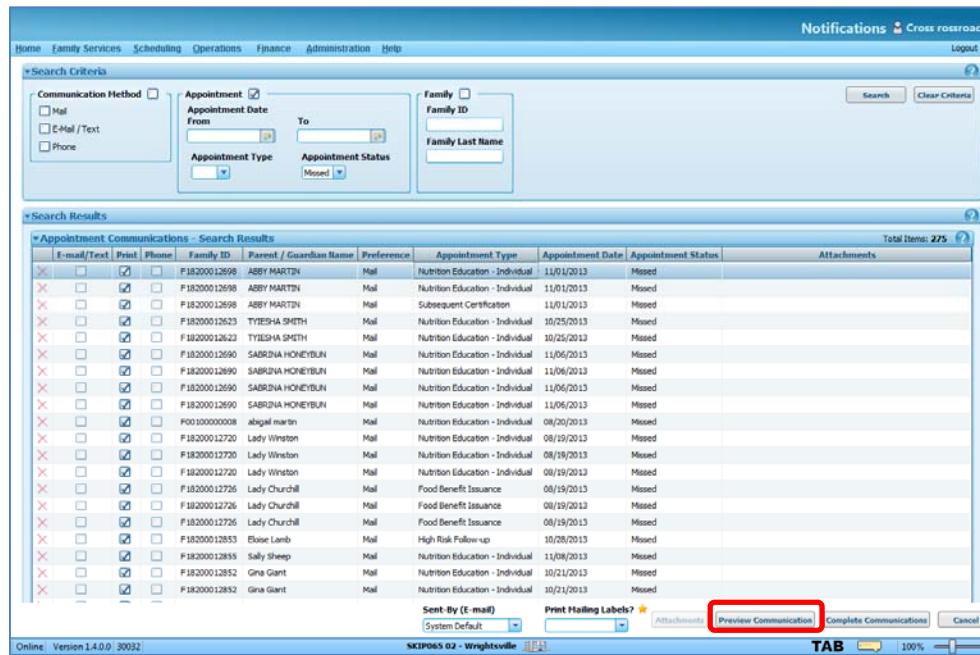
4. To **print** missed appointment notifications, make sure a check mark is in each print box under **Appointment Communications-Search Results**.

The screenshot displays a software interface for managing appointment notifications. At the top, there is a navigation bar with options like Home, Family Services, Scheduling, Operations, Finance, Administration, and Help. The user is logged in as Karen Seifert. Below the navigation bar is a search criteria section with various filters and search buttons. The main area shows search results for missed appointment communications. A table lists the results with columns for E-mail/Text, Print, Phone, Family ID, Parent / Guardian Name, Preference, Appointment Type, Appointment Date, Appointment Status, and Attachments. The 'Print' column is highlighted with a red box, and the checkboxes in this column are checked for all rows. At the bottom, there are buttons for 'Sent By (E-mail)', 'Print Hailing Labels', 'Attachments', 'Previous Communication', 'Complete Communications', and 'Cancel'. The status bar at the very bottom shows 'Online: Version 1.3.0.2 30032', '096-01 - Wayne - Goldsboro', and 'TAB 100%'.

E-mail/Text	Print	Phone	Family ID	Parent / Guardian Name	Preference	Appointment Type	Appointment Date	Appointment Status	Attachments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F1720000103	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000373	ANJISHKA RAMNARINE WATERS	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000474	MARIA WILLIAMS	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000535	JAMEHA BARNES	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000765	LAQUITA BENJAMIN	Mal	Low Risk Follow-up	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000765	LAQUITA BENJAMIN	Mal	Low Risk Follow-up	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001003	DAYSHA ROYSTER	Mal	Nutrition Education - Individual	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001062	JALISSA ROWE	Mal	Low Risk Follow-up	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001062	JALISSA ROWE	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001071	RONIQUE LEWIS	Mal	Nutrition Education - Individual	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001071	RONIQUE LEWIS	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001152	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001123	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200001157	DATA CONVERSION	Mal	Subsequent Certification	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000200	jaslene smith	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000065	DATA CONVERSION	Mal	Food Benefit Issuance	01/01/0001	Missed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F17200000079	DATA CONVERSION	Mal	Nutrition Education - Individual	01/01/0001	Missed	

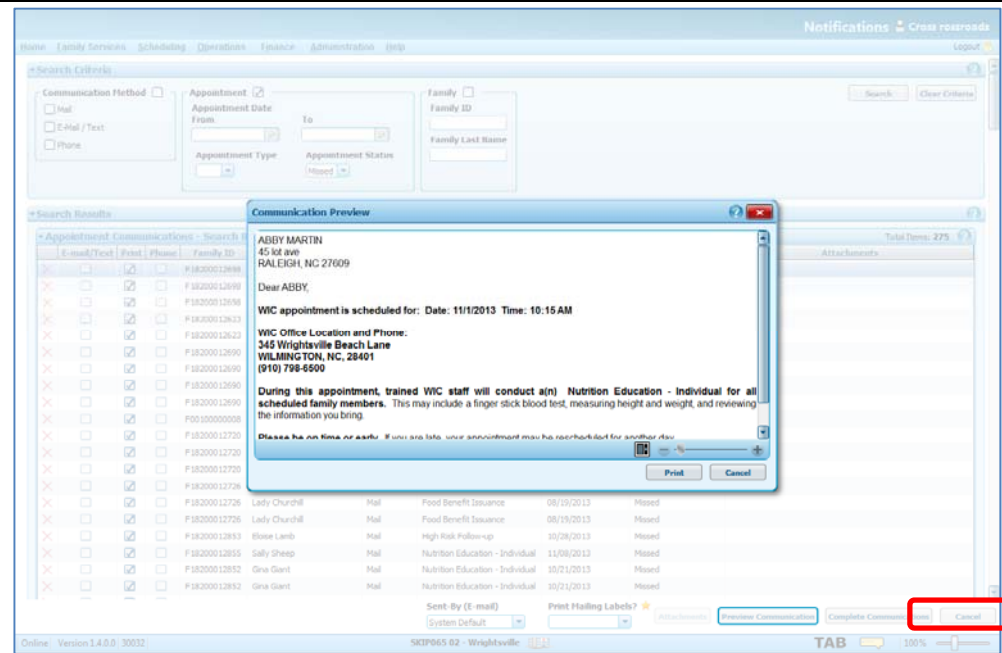
5. If you want to preview notifications before you print them, click on **Preview Communication**. When you Preview the Communication, it will give you an option to print.

**IMPORTANT:** Do NOT print at this time. If you do, the notification will be printed but it will not be listed in the **Journal of Transactions**. After reviewing the notification, click **Cancel**.

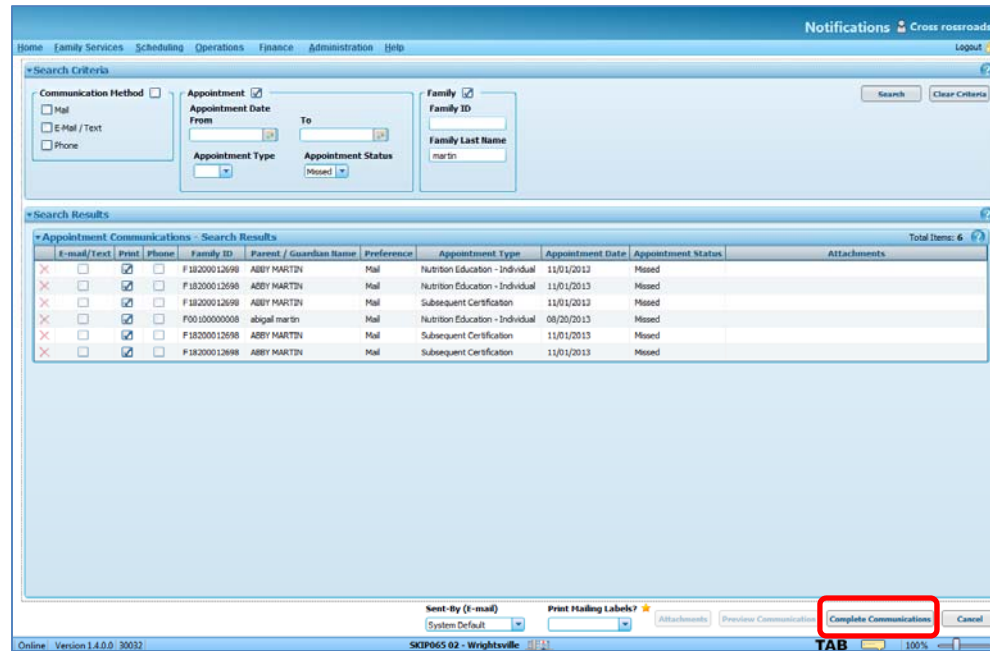


**Do NOT use this Print option.** After reviewing the notification, click **Cancel**.

**Note:** the notice in this screen shot is a generic version; it will be customized for use in North Carolina.



6. To print the notifications, click **Complete Communications**.  
The notifications will be printed AND documented in the **Journal of Transactions**.



- Example of clicking **Complete** and the subsequent **Journal of Transactions**. This example is for one family only.

