



QuickStart Guide

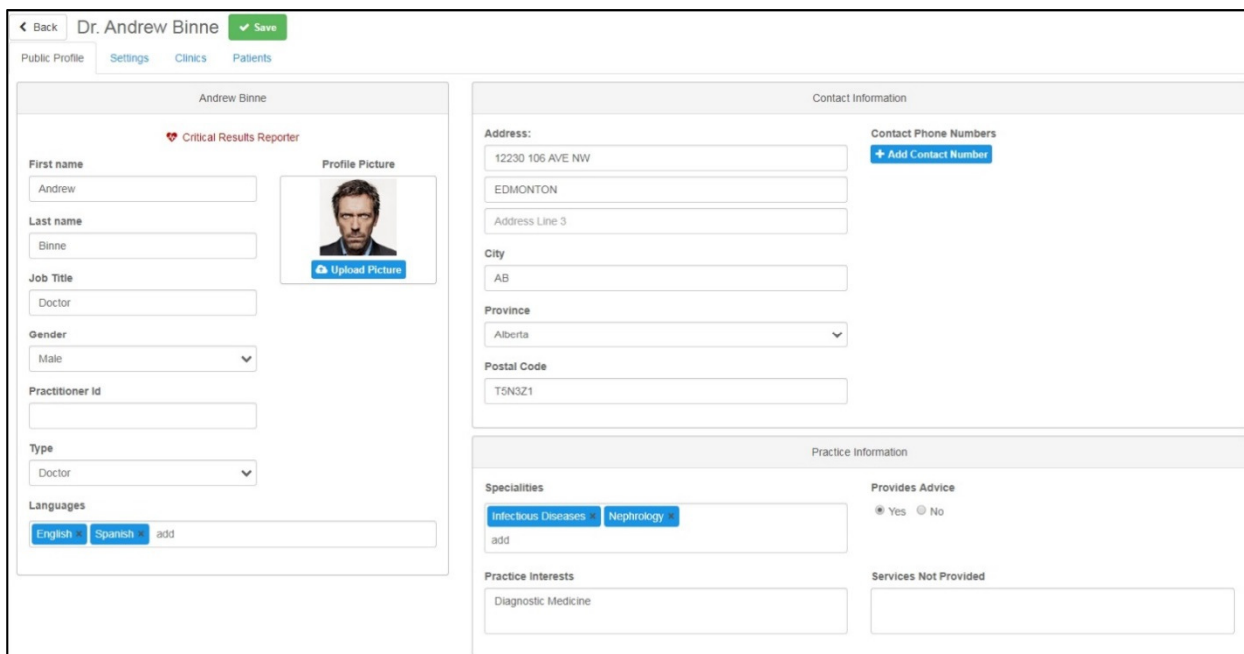
dr2dr – Personal Profile, Away Status, and Notifications

View or Change Your Personal Public Profile

To view or change your public profile:


Click the **Personal Settings** button  on your personal account mailbox 

This will display the public profile page:




From here you can update:

- First and last name
- Gender
- Profile picture
- Languages spoken
- Practitioner ID
- Address and phone numbers
- Specialities
- Practice interests and services not provided
- If you are currently providing advice

To apply any changes, click **Save** 

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Set Your Personal Away Status

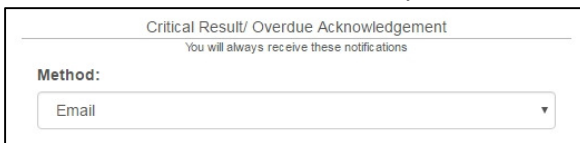
1. Click **Personal Settings**
2. Click the **Settings** tab 
3. Click the **Set Status** menu
4. Click the desired away status: **Available, Sick, Vacation, or Away**
5. Type an optional, personalized away message
6. Click **Save**

View or Change Your Notification Settings

1. Click **Personal Settings**
2. Click the **Settings** tab
3. Set the desired frequency: **Never, Always, Only if I'm Online, or Only once per conversation if I'm offline**
4. Set the desired method: **Email, SMS(Text Message), or Both**
5. Set the desired critical result/overdue acknowledgment notification method: **Email or SMS(Text Message)**
6. Click **Save**

View or Change Your Critical Result/Acknowledgment Notification Settings

1. On your personal mailbox, click **Personal Settings**
2. Click the **Settings** tab
3. Set the desired method of delivery:

A screenshot of a settings form titled "Critical Result/ Overdue Acknowledgement" with a subtitle "You will always receive these notifications". Below the title is a label "Method:" followed by a dropdown menu currently showing "Email".

Critical Result/ Overdue Acknowledgement	
You will always receive these notifications	
Method:	<input type="text" value="Email"/>

4. Click **Save**