

Setting Your eConsult Options

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Accessing Service Settings

1. Sign in at otnhub.ca, click the **Profile** link () in the top right banner.
A **Profile/Self-Service** panel appears.
2. Click the **Services** link in the panel.
The Services screen appears (Figure 2).
3. To view the eConsult options, locate the row titled **eConsult** and click its associated **Settings** icon ().
The options appear underneath the eConsult row (Figure 3).
 - [Availability](#)
 - [Notification preferences](#)
4. To hide the settings, click the **Settings** icon ().

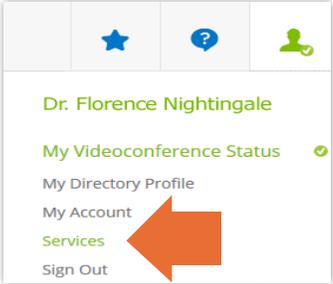


Figure 1: Profile/Self-service panel



Figure 2: Videoconference settings icon

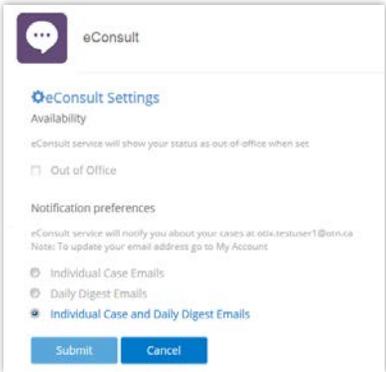


Figure 3: eConsult settings options



Setting Availability Option

If you are going to be unavailable for a period of time and do not want to receive any emails from eConsult during the time that you are away, you can set an Out of Office schedule.

1. To identify the **Start date**, type a date using the format yyyy-mm-dd or use the calendar widget to select a date.

To use the calendar widget, click (📅) beside a date field and then:

- To select a day, click the date.
 - To change the month displayed,
 - To move forward or backward one month at a time, click the arrows beside the month name – previous (◀) or next (▶).
 - To view all months of the year, click the month name.
 - To change the year displayed, click the month name and then click the year in the title bar.
 - To reset the calendar widget to the current date, refresh your browser (Ctrl+F5).
2. To identify the **End date**, type a date using the format yyyy-mm-dd or use the calendar widget to select a date.
 3. To save the settings, click [Submit](#).
If all is okay, the **Settings** screen reloads and a success message appears.
If there is an error, an error message appears. Correct the error and try again.
 4. If you change your mind and do not want to update the information, click [Cancel](#).

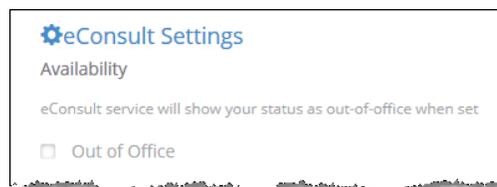


Figure 4: eConsult settings

October 2015						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Figure 5: Calendar widget

Setting Notification Preferences

The eConsult service will notify you about your cases using the email address you identified when you registered for the service. (To update your email address, use the Self Service feature, [My Account](#).)

Which **Individual Case Emails** you receive depends on your role. For example:

- Referrers receive an email each time a specialist provides a consult or requests more information.
- Specialists receive an email each time a referrer sends them a case.
- Specialty Group Assigners receive an email each time a referrer sends a case to their group.

The details in the **Daily Digest Emails** depend on your role. For example:

- Referrers receive a list of cases that need their attention and cases awaiting a response from the specialist.
- Specialists receive a list of cases that need their attention.

1. By default, **Individual Case and Daily Digest Emails** is selected. If you want to receive all eConsult emails, leave this selected.
2. If you want to receive only one type of email notification, select the desired option.
3. To save the settings, click [Submit](#).
If all is okay, the **Settings** screen reloads and a success message appears.
If there is an error, an error message appears. Correct the error and try again.
4. If you change your mind and do not want to update the information, click [Cancel](#).

Figure 6: eConsult settings