Compose SComm Message – Individual Care

The Secure Communications (SComm) module has been designed to facilitate the exchange of information among users in a secure way. Users can use the Individual Care type Secure Communications (SComm) to communicate with a user or group of colleagues when they want to share information on individual care related issues.

Users with the SComm Roles enabled from User Privilege will be able to compose specific individual related messages, for individuals on their caseload, from within their account.

SComm Roles

☑ Enable Full SComm
☐ Individual Care SComm Send Only
☐ Enable Limited SComm

1. Click on the **Compose** link under the **SComm** section on the right side of the Dashboard.

2. From the 'Message Type(s)' window, click on the **Individual Care** option if the message is specific to an individual.

If user wants to send message specific to their Colleagues or Administrators click on the **General** option

3. Select an individual by typing in the first few letters of the individual's name in the text area or by clicking on the magnifying glass icon for an advanced Individual Search functionality.

After selecting the individual, click on the blue arrow.

Message Type(s)   ×

✉ **General**
   Message **NOT** specific to an individual

👤 **Individual Care**
   Message containing individual specific information

   Individual | Niloy Chowdhury   🔍 | ❯ |

4. On the Compose page, **Recipient(s), H/M/L, Subject** and the **Message** fields are mandatory and must be completed.

5. Users may choose the recipient(s) of the message by typing in the first few letters of the recipient's name in the text area. This will display an auto complete list of recipients matching the letters entered. Click on a name to add to the recipient list.

Users may also click on the **Advanced Recipient** Selection icon. It will automatically give a list of Therap users at your agency. To add users to the recipient list, click on their names or the check box, and then click on the **Add Recipient(s)** button.

Users may also search for users by writing their name in the **Filter** box or from the **Title** section.

*Users may also choose multiple users from the list to send a SComm message to.

6. After selecting the recipient(s), select the Notification Level of High, Medium, or Low for

the message from the **H/M/L** field, enter a Subject for the message, and enter your Message

7. The Therap Form Attachment(s) section allows the optional feature to select a specific form that has been completed in other modules to the Scomm. If desired, select the module you want to attach the form from, click search and select the form(s) you want to attach.

For example, you may select the T-Log forms you want to attach in your SComm message and then click the Attached Form(s) button

8. You also have the option to attach files stored on your computer. To do so, under the 'File Attachment(s)' section, click on the **Add File** button. Next, click on the **Browse** button to select a file from your computer to upload. Once done, click on the **Upload** button.

After you have included the desired information in your Scomm, click on the **Send** button to send the message. You should see the following success message:

SComm sent successfully

SComm has been sent successfully to **Jason, Abraham / Academic Supervisor**. Click here to view sent message.

Click on the **Save** button if you want to save your message to send it later and this message will be displayed:

✔ **Message saved as draft**

You will be able to find the message in the **Drafts** folder to complete it later.