SNOW – View User Information

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Purpose: Follow this procedure when a user needs to view user information.

Step by Step Process:

1. Once the incident is created, select information button located to the right of the caller field.

2. The Title and the Department fields are helpful with queue assignments.

3. Departments are as follows:

· Corporate Departments: 9900XXXX, 5500XXXX, 6500XXXX and 1100XXXX

· RTG Departments: 5700XXXX

· IPS (Go by Title): Anything with IPS or Inpatient Services in the user's title

· All Others considered FKC