1. From the Home Screen, go to Operations, then click on Notifications.
2. Under **Search Criteria**, select one or more options to search for notifications.

3. Click **Search**. The screen refreshes and displays the results in the Search Results grid.

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

**Example 2:** Searching for Missed Food Benefit Issuance Appointments
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**.
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 Communications and the subsequent Journal of Transactions. This example is for one family only.