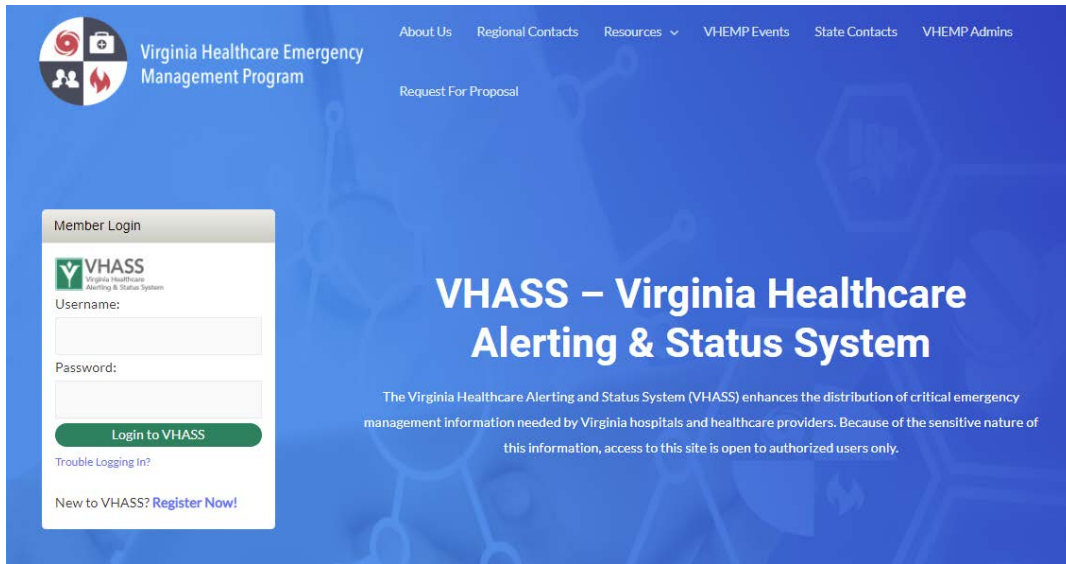
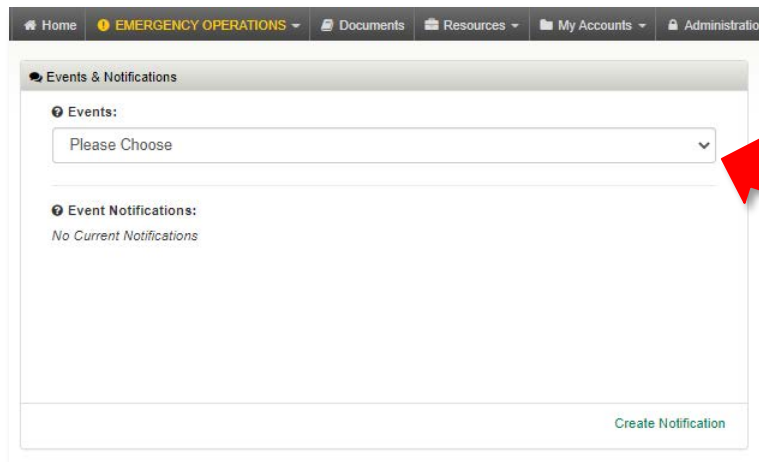




1. Go to the VHASS website: <http://vhass.org/> Login using your username and password.

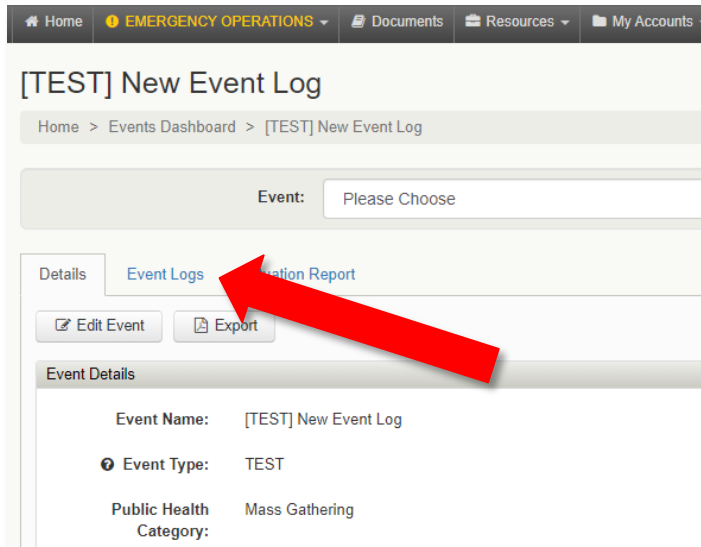


2. Under the “Events & Notification” section, select the current event where you would like to add a comment.

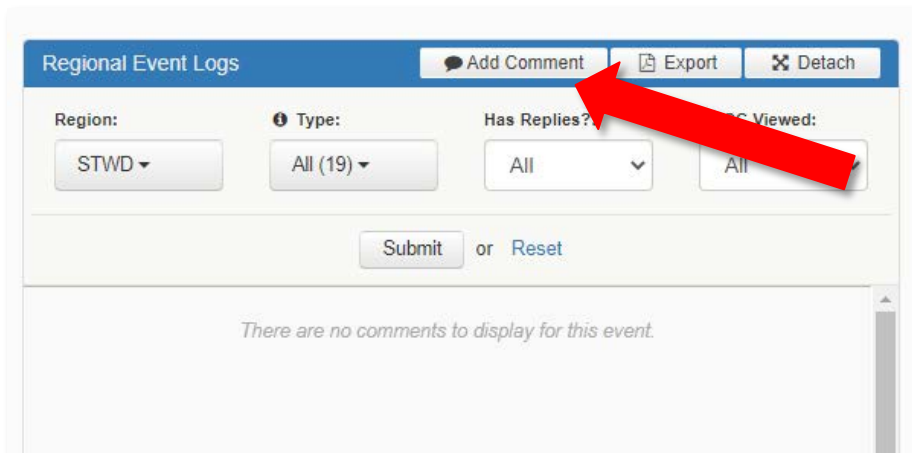




3. Click on “Event Logs”.



4. Click “Add Comment” to post a message on the Event Log.





5. Select the comment type (Critical, Information Only, or Update). Type your message in the "Comment" section. You have the option to attach documents with your comment post by clicking on the "Add Attachment" section. Click save when you are finished.

* Critical Event or Update:
Please choose

* Comment:
[Rich text editor with buttons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color]

Attachment(s):
To add additional attachments select new files to attach.
Add Attachment

Save or Cancel

6. To reply to your posted comment or a comment posted by another member, select "Reply to Comment".

Regional Event Logs [Add Comment] [Export] [Detach]

Region: STWD Type: All (19) Has Replies?: All RHCC Viewed: All

Submit or Reset

9/9/2020 4:44 PM Matthew Marry Virginia Hospital and Healthcare Association Regional Healthcare Coordinating Center, Statewide Region [R]

Testing

[Reply to Comment](#) | [Information](#) | [Edit](#)



- To view additional contact information for the member who posted the comment, click "Information".

The screenshot shows the 'Regional Event Logs' interface. At the top, there are buttons for 'Add Comment', 'Export', and 'Detach'. Below these are filter dropdowns for 'Region' (STWD), 'Type' (All (19)), 'Has Replies?' (All), and 'RHCC Viewed' (All). A 'Submit' or 'Reset' button is present. The main content area shows a comment from 'Matthew Marry' on '9/9/2020 4:44 PM' with the text 'Testing'. The organization is listed as 'Virginia Hospital and Healthcare Association, Regional Healthcare Coordinating Center, Statewide Region'. At the bottom right of the comment, there are links for 'Reply to Comment', 'Information', and 'Edit'. A red arrow points to the 'Information' link.

- The information section gives additional contact information of the VHASS member, organization name, organization type, and time stamps.

This screenshot shows a detailed view of the event log entry. At the top, it displays '[TEST] New Event Log' and '09/09/2020 04:44 PM'. The user is identified as 'Matthew Marry, Virginia Hospital and Healthcare Association' with a 'Regional Healthcare Coordinating Center, Statewide' affiliation. The comment text is 'Testing'. Below this, an 'Attachment(s)' section shows 'None'. The 'Contact Information' section is expanded, showing the following details:

Created by:	Matthew Marry	Phone:	(540) 951-1771
Date Created:	09/09/2020 04:44 PM	Cell:	(540) 951-1771
Organization:	Virginia Hospital and Healthcare Association	Region:	Statewide
Organization Type:	Regional Healthcare Coordinating Center		
Viewable Org Type(s):	Hospital	Viewable Region(s):	Statewide
Last Modified By:	--		
Date Last Modified:	--		
Phone:	--		
Cell:	--		