

# HOW-TO GUIDE



## DRUG SHORTAGE ALERTS FROM ASHP

ASHP's Drug Shortages is the most widely recognized leading source of evidence-based drug shortage information for clinicians, consumers, and health policy leaders.

## HOW TO SET-UP

Login to TDS Health as you normally do. Click on the Profile link and login to your account. If you do not already have a Profile account, create one by clicking Register and entering your information. Click the Alerts tab. Select ASHP's Drug Shortages. Go to the Alert Preferences tab. If you wish to receive emails, click the box next to "Email me when new bulletins are published." Make sure to whitelist emails from [drugshortages@tetondata.com](mailto:drugshortages@tetondata.com).

The screenshot shows the TDS Health website interface. At the top, there is a navigation bar with the TDS Health logo, a search bar, and links for Resources, Titles, Welcome Kate!, Help, Tools, and Log Out. Below the navigation bar, the main content area is titled "Drug Shortages" and features the ASHP logo. The page is divided into several sections: "Articles", "Email Alerts", "Alert Preferences", and "RSS Feeds". The "Email Alerts" section is active, showing a checked box for "Email me when new bulletins are published." and a note to "Make sure to whitelist emails from [drugshortages@tetondata.com](mailto:drugshortages@tetondata.com)". The "Alert Preferences" section is highlighted with a blue arrow. At the bottom of the page, there is a footer with links for PUBLIC COMPUTER?, CLEAR PAST SESSIONS, CONTACT, SUPPORT / TRAINING, TITLE UPDATES, and EULA, along with social media icons for Facebook, Twitter, and LinkedIn. A copyright notice for Teton Data Systems 2020 is also present.

If you do not wish to receive emails, you can also access the Drug Shortages panel on the homepage or, under the Resources drop-down, you can click Drug Shortages. You can also access Drug Shortages by clicking Alerts under the "Welcome Your Name" drop-down. In that case, you will need to have logged into your TDS Health Profile using your Profile username (email) and password. If you have any questions, please call 800-901-5494 or email [support@tetondata.com](mailto:support@tetondata.com).

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