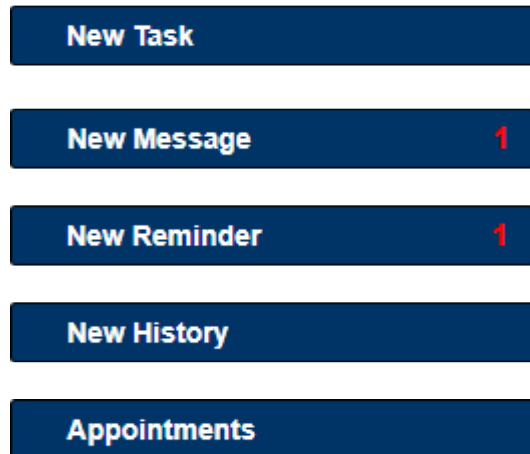


# Notifications

## Quick Access Activation Buttons

The following Buttons allow for quick access to the relevant function.



## Notifications

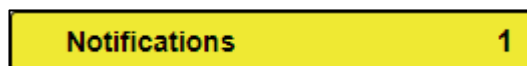
The 1<sup>ST</sup> 4 Buttons also serve as Notifications Buttons.

A number within a Button will indicate that you have Items requiring action.

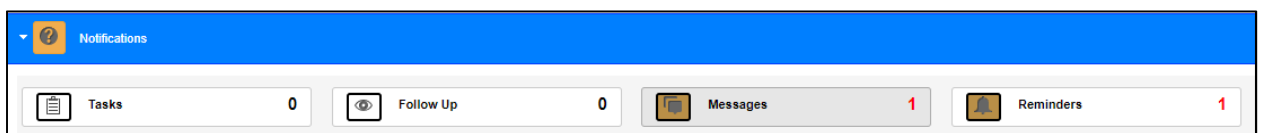
Notifications consist of the following

- Tasks New Tasks allocated to you by another Assignee
- Messages New or unattended Messages from other Assignees or a Contacts
- Reminders Items you need to be reminded of
- History Any Messages requiring follow-up

You need to click the Notifications Button to access the Notifications Screen.



The Notifications Counter could also include Alert Notifications.  
Alert Notifications are communication from the System Administrator.



Click on the relevant Notification Button to obtain detail of the Notification.

## To Activate Notifications

- **Tasks**      Click the Task Notification, to view the detail of the Task.  
The Notification will disappear when the Screen is closed.
- **Follow-up**      This Notification is activated when follow-up is indicated on  
Messages
- **Messages**      You can reply to the Message (if it is from another Assignee)  
The other options are
  - Active      Action still to be taken
  - Delete      The Message is deleted
  - Follow-up      Will deal with it later  
The message will appear in the Follow-up  
Notifications.
- **Reminders**      The Reminder will delete on the selection of Complete.