Notifications

Queued Notifications:

Seeing Queued Notifications:

From Administrator **Main Menu**

- Search for the existing session
- Check the box beside the ☑ Underlined Session Title
- From the left-side menu, click Queued Notifications
- Make sure the ◉ Queued Notifications radio button is selected.
- OPTIONAL SEARCH CRITERIA:
  - **Notification** - If looking for a particular notification, click in the **Notification** drop-down field and select the desired notification.
  - **Recipient** - If looking for notifications sent to a specific individual, click on the magnifying glass icon 🔍 to perform a person search; then click on the person's underlined name to select.
  - **Records Returned** – The default setting is for all records to be returned.
    There is no need to change this setting.
- [NEW SEARCH]

Deleting a Queued Notification:

- Check the box to the left of the desired notification
- From the left-side menu, click Delete.

Processed Notifications (notifications that have already been sent):

Seeing Processed Notifications:

From Administrator **Main Menu**

- Search for the existing session
- Check the box beside the ☑ Underlined Session Title
- From the left-side menu, click Queued Notifications
- Select the ◉ Processed Notifications radio button
- OPTIONAL SEARCH CRITERIA:
  - **Notification** - If looking for a particular notification, click in the **Notification** drop-down field and select the desired notification.
  - **Recipient** - If looking for notifications sent to a specific individual, click on the magnifying glass icon 🔍 to perform a person search, then click on the person's underlined name to select.
  - **Notification Format** – DO NOT USE THIS OPTION
    The OCWTP uses only email notifications.
  - **Process Between** – Type or use the calendar icons to assign a date range.
  - **Records Returned** – The default setting is for all records to be returned.
    There is no need to change this setting.
- [NEW SEARCH]
- The **Processed Notification Search Results** screen appears. If results contain multiple pages, scroll to the bottom of the page and click on a page number or an arrow ⬅ 1 | 2 | 3 | 4 ➡ to navigate between pages of notifications; or use the **Notification** and/or **Recipient** fields and [SEARCH WITHIN RESULTS] to narrow results.

To Re-queue (and Resend) a Notification:

From the Processed Notifications search results:

- Check the box to the left of the desired notification.
- From the left-side menu, click Re-Queue.

(Follow the instructions below for **Seeing Queued Notifications** *(Page 1) to confirm that notifications have properly re-queued.)*