





# Notifications

## Understanding Notifications:

### File Notifications:

File notifications determine which users receive an email notification when the document has been edited.

The screenshot shows the 'Document Library' interface under 'Document Management'. The 'Edit Notifications' tab is selected and highlighted with a red box. Below the tab, there is a section titled 'Edit Notifications' with the instruction: 'Select users to receive notifications when the document has been edited/modified.' This section contains two lists: 'available items' on the left and 'selected items' on the right. The 'available items' list includes: Aaron Meyer, Accountant One, Accountant Two, Admin One, Admin Two, Angela Mettler, Austin Fairbourn, Brad MacArthur, and Bryan Myers. Between the lists are navigation buttons: '>>', '>', '<', and '<<'. To the right of the 'selected items' list are up and down arrow buttons. At the bottom of the dialog are 'Save', 'Delete', and 'Cancel' buttons.

### Folder Notifications:

Folder notifications have two different categories:

- Add Notifications: Determines which users receive an email notification when a document has been *added* to the folder.
- Edit Notifications: Determines which users receive an email notification when a document within the folder has been *edited*.

The screenshot shows the 'Document Library' interface under 'Folder Management'. The 'Notifications' tab is selected and highlighted with a red box. Below the tab, there are two sections. The first section is titled 'Add Notifications' with the instruction: 'Select users to receive notifications when a document inside the folder has been added.' The second section is titled 'Edit Notifications' with the instruction: 'Select users to receive notifications when a document inside the folder has been edited/modified.' Both sections contain the same 'available items' and 'selected items' lists and navigation buttons as seen in the File Notifications dialog. Red arrows point to the 'Add Notifications' and 'Edit Notifications' section headers. At the bottom of the dialog are 'Save', 'Delete', and 'Cancel' buttons.