

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 with the 'Document Management' tab selected. The 'Edit Notifications' button is highlighted with a red rectangle. Below it, the 'Edit Notifications' dialog is open, displaying a list of users on the left and a list of selected items on the right. The dialog includes a 'Save' button, a 'Delete' button, and a 'Cancel' button.

Document Library
Document Management

Attributes | Ticklers | **Edit Notifications**

Edit Notifications

Select users to receive notifications when the document has been edited/modified.

Aaron Meyer
Accountant One
Accountant Two
Admin One
Admin Two
Angela Mettler
Austin Fairbourn
Brad MacArthur
Bryan Myers

[available items]

[selected items]

Save | Delete | Cancel

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 with the 'Folder Management' tab selected. The 'Notifications' button is highlighted with a red rectangle. Below it, the 'Notifications' dialog is open, displaying two sections: 'Add Notifications' and 'Edit Notifications'. Each section has a list of users on the left and a list of selected items on the right. The dialog includes a 'Save' button, a 'Delete' button, and a 'Cancel' button.

Document Library
Folder Management

Attributes | **Notifications**

Add Notifications

Select users to receive notifications when a document inside the folder has been added.

Aaron Meyer
Accountant One
Accountant Two
Admin One
Admin Two
Angela Mettler
Austin Fairbourn
Brad MacArthur
Bryan Myers

[available items]

[selected items]

Edit Notifications

Select users to receive notifications when a document inside the folder has been edited/modified.

Aaron Meyer
Accountant One
Accountant Two
Admin One
Admin Two
Angela Mettler
Austin Fairbourn
Brad MacArthur
Bryan Myers

[available items]

[selected items]

* Required Information
Save | Delete | Cancel