

Managing Notifications

Setting up notification preferences

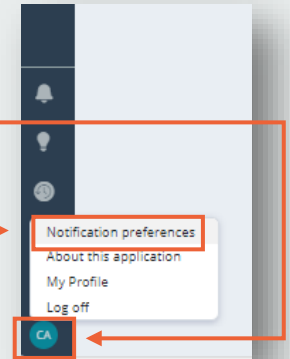
The Platform alerts you to the status of cases, including messages from others inside or associated with organization as well as the Regulator where necessary. This is done via Notifications

You can manage your preference for which case types you want to receive notifications for and the delivery channel

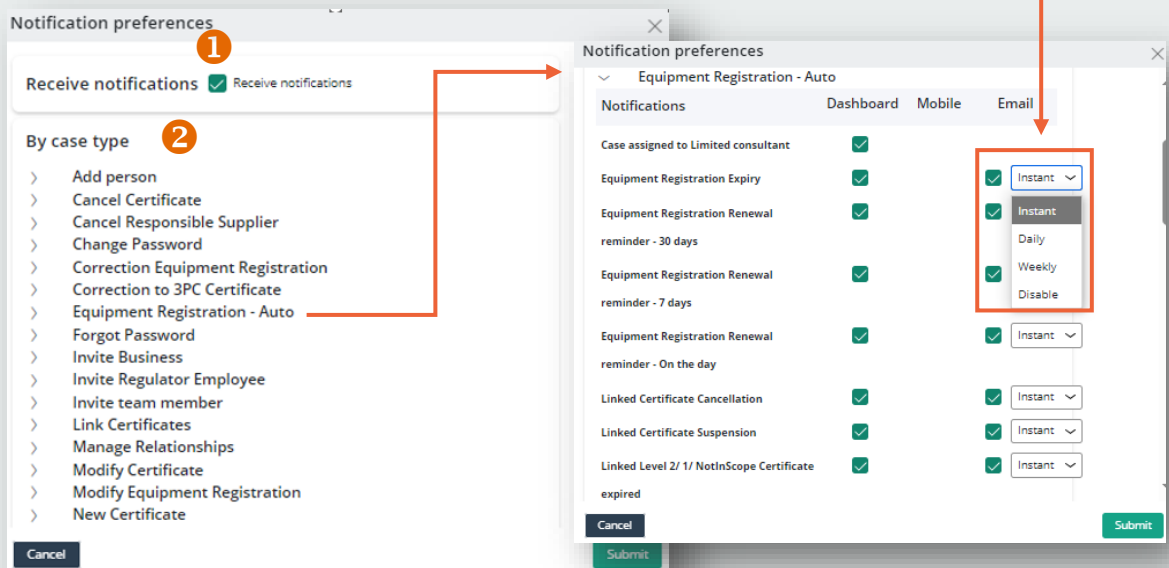
To set up your notification preferences:

- Click on your initials at the bottom left of the screen
- Select Notification Preferences

This Notification preferences screen helps you manage the notifications you will receive.



1. Receive notifications – ensure this is checked to enable you to make changes to Notification preferences
2. By case type – lists the different notifications types available
 - Click on the > arrow to list the type of Notification. It will also show channels of delivery – Dashboard, Mobile and Email
 - If you **DO NOT** want a notification, you must 'uncheck' each case type. However, you will only receive notifications based on the intent you registered for, i.e. if you are a Responsible Supplier only and not a Responsible Supplier and Certificate Applicant, you won't get notifications about certificate applications
 - Emails - click the down arrow / chevron to set the frequency

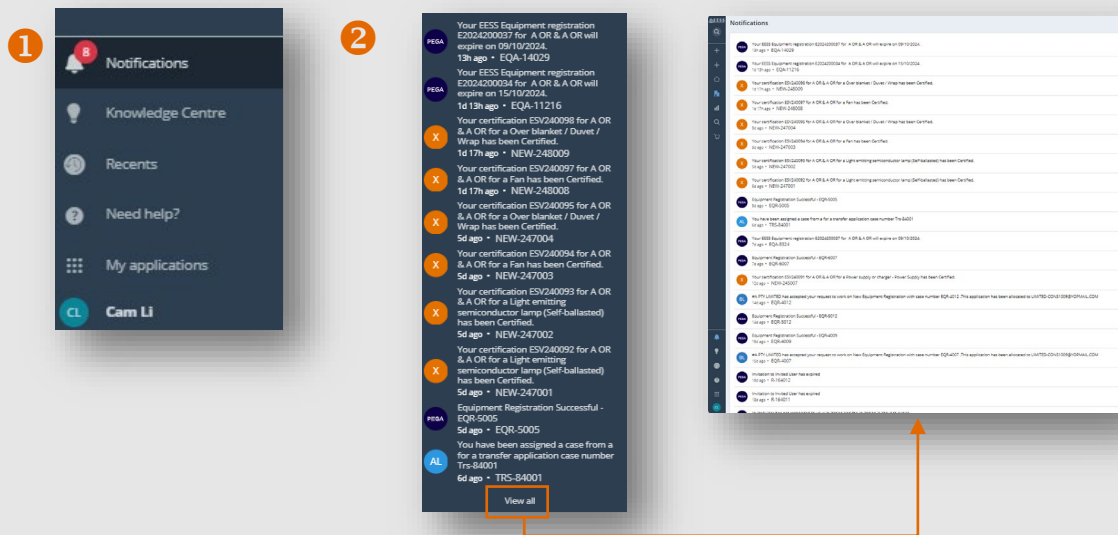


- Click on the **Submit** button with done

Viewing notifications

To view notifications:

- You can access notifications by clicking on the Navigation Panel to the left of your screen
 - New notifications are indicated by the number
 - Click on Notifications for the list to appear. By clicking on an item, the case will open providing the details for you to review
- The initials in the circles are where the notification has come from, so in the screenshot example:
 - Pega – this is the Platform
 - X – the Regulator
 - AL – a user associated with your organization
- If you click **View All** the full list appears. By clicking on an item, the case will open providing the details for you to review



- You can view a list of email notifications via the 'My Organisation' from the Navigation Panel

