

**ATTENTION! Please read the document “SMOKE How-To Series Introduction and Descriptions” for important information.**

## **SMOKE How-To Series: Internal Notifications All Users**

**System Maintenance of Knowledge and Education (SMOKE)**

**Version: 1.0**

### **Intended Audience**

Those with the following roles should review this document: All Roles.

### **Prerequisites**

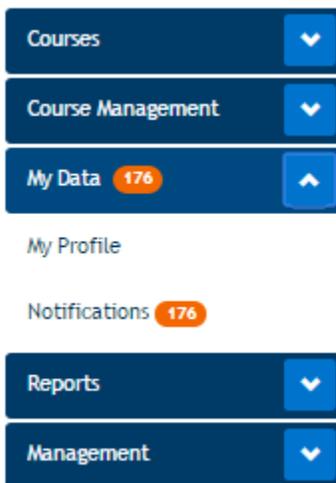
None

### **Introduction**

Within the My Data menu item is an Internal Notifications function. If a user has internal notifications the number of notifications that are marked unread is displayed in an orange colored oval with the number in white text next to My Data and Notifications. This function is used as an additional layer of notification in addition to email notifications the system sends for items such as: Registration, Funding Changes, and Schedule Training in progress or needing review, and other notifications. It is easy to use, keeps one notified of items of interest to them, and depending on the notification quick access to items needing a user’s attention.

### **Internal Notifications All Users**

**Step 1 Access Notifications:** Under the My Data menu select Notifications.



**Step 2 Select the Action that is Desired:** All notification have selections depending on the state of the notification: Mark Read, Mark Unread, Set Inactive, Set Active. Some notifications have an additional item called Go To Action that will take the user to the item needing the user’s attention. Notifications is easy to use. A user can mark a notification as read to un-bold and keep it in their list. Mark a notification previously marked as read to unread. A user can set a notification inactive to remove it from the list. A user can always reactive a notification using the Show Inactive checkbox and setting the notification active. Go To Action quickly takes a user to an item needing their attention.

Show Inactive

ID	Notification	Notification Date	Actions
★ 13968	Training Application 2015-2-1272 is awaiting your approval because; funding is attached to a course(s) in the application. Please review the application and indicate if you approve or don't approve the course(s) funding and the application.	8/17/2015 10:25:51 PM	<div style="border: 1px solid #333; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #333; color: white; padding: 2px; text-align: right; font-weight: bold;">Options ▾</div> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">Go To Action Area</a></li> <li><input type="checkbox"/> <a href="#">Mark Read</a></li> <li><input type="checkbox"/> <a href="#">Set Inactive</a></li> </ul> </div>
★ 13951	Training Application 2015-2-1271 has now completed the approval process and been fully approved. It has course(s) attached that have funding amounts which, you have previously approved. This notification is informational only and no further action	8/13/2015 8:07:08 PM	