

# Send Alert Notification

Last Modified on 04/05/2024 10:14 am EDT

**Pathway:** Database > Send Alert Notification

The Alert Notification screen is used to send custom alert messages to one or multiple employees. These notifications will display as a blue popup notification at the top of the user's screen.

**ALERT NOTIFICATION** DATABASE > SEND ALERT NOTIFICATION

DEPARTMENT: All Search

<input type="checkbox"/>	USER	TITLE	DEPARTMENT	LASTACTIVITY
<input type="checkbox"/>	David Navarro	Admin-NS	Admin	Aug 01 5:00 pm
<input type="checkbox"/>	Michael Shannon	Tech Guy		Jul 27 5:00 pm
<input type="checkbox"/>	Nikita Raiyani			Jul 23 5:00 pm
<input type="checkbox"/>	Aliena Somers	Admin-NS	Admin	Aug 01 5:00 pm
<input type="checkbox"/>	CT ct@navusoft.com	Admin - NS	Admin	Dec 01 4:00 pm
<input type="checkbox"/>	Matthew Van Doren	Admin - NS	Admin	Aug 01 5:00 pm
<input type="checkbox"/>	Dereck Curtis	Terminated-NS	Admin	May 02 5:00 pm
<input type="checkbox"/>	Brad Sovich	NS Admin	Admin	Oct 25 5:00 pm
<input type="checkbox"/>	Holley Pate	Director of Implementation		Oct 31 5:00 pm
<input type="checkbox"/>	Dave Pike	Support Analyst		Aug 01 5:00 pm
<input type="checkbox"/>	Pat Smith	Project Manager		Dec 08 4:00 pm
<input type="checkbox"/>	Isabel Navarro	Intern		Aug 02 5:00 pm
<input type="checkbox"/>	Emilio Natarén	Admin-NS	Admin	Jul 19 5:00 pm
<input type="checkbox"/>	Lori Sheldt	Admin-NS	Admin	Aug 01 5:00 pm

Alert Notification Message

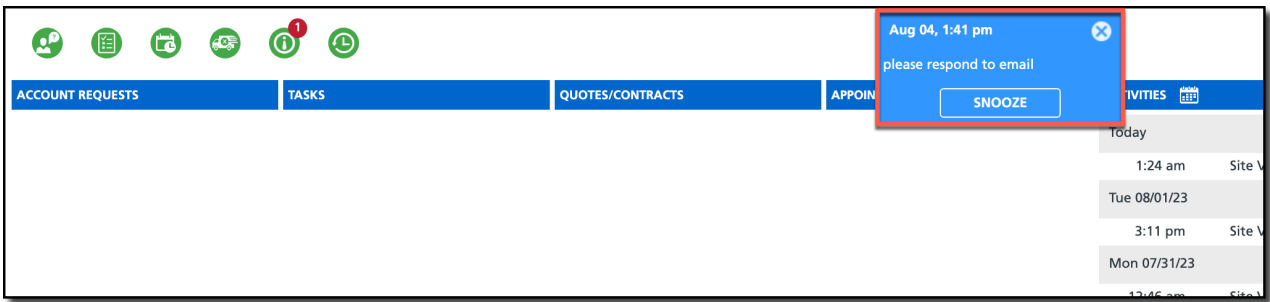
**SEND**

## Permissions

The following permissions are required to send alert notifications:

Permission ID	Permission Name
393	Send Alert Notification

## Send an Alert Notification



1. Optional - Select the **Department** to filter the user account list on.
  2. Select the user(s) the notification alert applies to.
  3. Enter the **Alert Notification Message**. Messages display as a blue alert on the user's screen.
  4. Click **Send** when finished.
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