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.
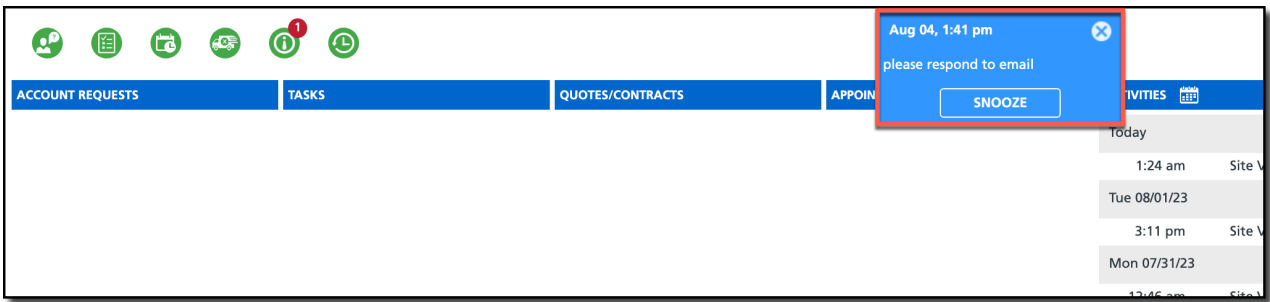

Permissions

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.