

# Send Alert Notification

Last Modified on 01/15/2025 12:04 pm PST

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.

USER	TITLE	DEPARTMENT	LASTACTIVITY
<input type="checkbox"/> Jean Weber - Dispatch (Operations)	Dispatch	Operations	Sep 16 7:00 pm
<input type="checkbox"/> Bill Smith - VP (Operations)	VP	Operations	Nov 16 6:00 pm
<input type="checkbox"/> Samantha Jones - Dispatcher (Operations)	Dispatcher	Operations	Nov 17 6:00 pm
<input type="checkbox"/> Billy Smith - Operations Mgr (Operations)	Operations Mgr	Operations	Nov 15 6:00 pm
<input type="checkbox"/> Dave Roberts - Operations Supervisor (Operations)	Operations Supervisor	Operations	Nov 17 6:00 pm
<input type="checkbox"/> Dan Smith - Accounting Mgr (Operations)	Accounting Mgr	Operations	Nov 14 6:00 pm
<input type="checkbox"/> Michael Peters - Dispatcher (Operations)	Dispatcher	Operations	Nov 18 6:00 pm
<input type="checkbox"/> Joseph Anderson - Driver (Operations)	Driver	Operations	Aug 16 7:00 pm
<input type="checkbox"/> Juan Esqueda - Driver (Operations)	Driver	Operations	Nov 18 6:00 pm
<input type="checkbox"/> Harry Derrick - Driver (Operations)	Driver	Operations	Oct 23 7:00 pm
<input type="checkbox"/> Jimmy Davilo - Driver (Operations)	Driver	Operations	Oct 31 7:00 pm
<input type="checkbox"/> Alvaro Smith - Operations Mgr (Operations)	Operations Mgr	Operations	Nov 18 6:00 pm
<input type="checkbox"/> Gary Cross - Driver (Operations)	Driver	Operations	
<input type="checkbox"/> Cedric Dancer - Driver (Operations)	Driver	Operations	

## Permissions

The following permission is required to send alert notifications:

Permission ID	Permission Name
393	Send Alert Notification

## Send an Alert Notification

Use the process outlined here to send an alert notification to only the users the alert applies.

**ALERT NOTIFICATION** DATABASE > SEND ALERT NOTIFICATION

DEPARTMENT: Operations Search

USER	TITLE	DEPARTMENT	LASTACTIVITY
<input type="checkbox"/> Jean Weber - Dispatch (Operations)	Dispatch	Operations	Sep 16 7:00 pm
<input type="checkbox"/> Bill Smith - VP (Operations)	VP	Operations	Nov 16 6:00 pm
<input type="checkbox"/> Samantha Jones - Dispatcher (Operations)	Dispatcher	Operations	Nov 17 6:00 pm
<input type="checkbox"/> Billy Smith - Operations Mgr (Operations)	Operations Mgr	Operations	Nov 15 6:00 pm
<input type="checkbox"/> Dave Roberts - Operations Supervisor (Operations)	Operations Supervisor	Operations	Nov 17 6:00 pm
<input type="checkbox"/> Dan Smith - Accounting Mgr (Operations)	Accounting Mgr	Operations	Nov 14 6:00 pm
<input type="checkbox"/> Michael Peters - Dispatcher (Operations)	Dispatcher	Operations	Nov 18 6:00 pm
<input type="checkbox"/> Joseph Anderson - Driver (Operations)	Driver	Operations	Aug 16 7:00 pm
<input type="checkbox"/> Juan Esqueda - Driver (Operations)	Driver	Operations	Nov 18 6:00 pm
<input type="checkbox"/> Harry Derrik - Driver (Operations)	Driver	Operations	Oct 23 7:00 pm
<input type="checkbox"/> Jimmy Davilo - Driver (Operations)	Driver	Operations	Oct 31 7:00 pm
<input type="checkbox"/> Alvaro Smith - Operations Mgr (Operations)	Operations Mgr	Operations	Nov 18 6:00 pm
<input type="checkbox"/> Gary Cross - Driver (Operations)	Driver	Operations	

Alert Notification Message

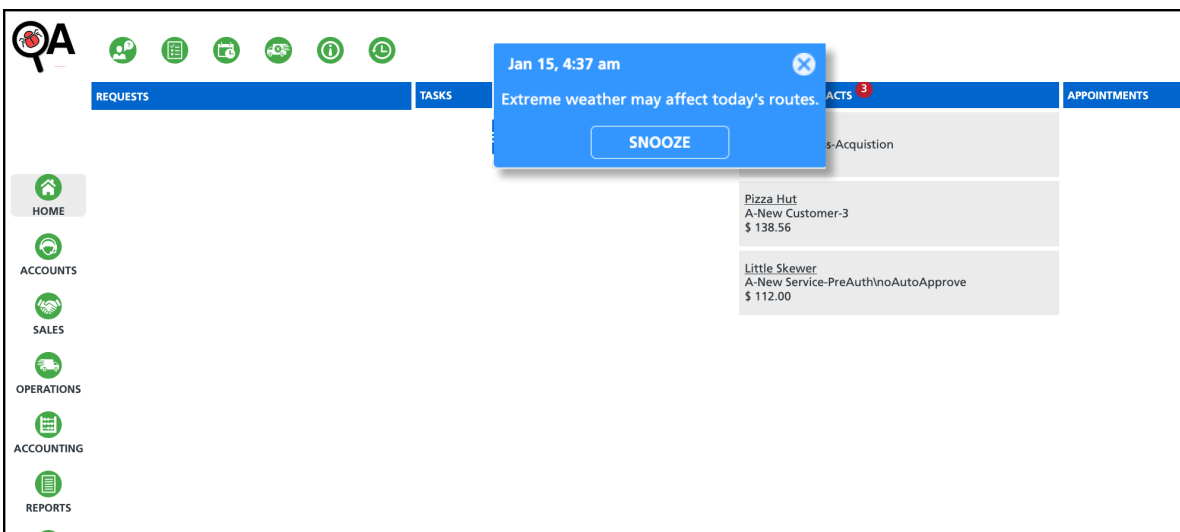
Extreme weather may affect today's routes.

**SEND**

1. Select the **Department** to filter the user account list on. (Optional)
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.

## Receipt of an Alert Notification

Users who receive an alert notification will see it as a blue pop-up on their screen. The notification includes a "Snooze" button, which, when clicked, removes the pop-up and sends the alert to the user's Alert History for future retrieval.



## Alert History

Alert History includes a collection of snoozed alerts and a historical log of the most recent alerts that were marked

as "read."

### Alerts

- **Snoozed Alerts:** Displays a list of alerts the user has snoozed. Clicking the green 'X' icon marks the alert as "Read" and archives it in the History tab.
- **History:** Archive of the 30 most recent alerts that were marked as "Read."

