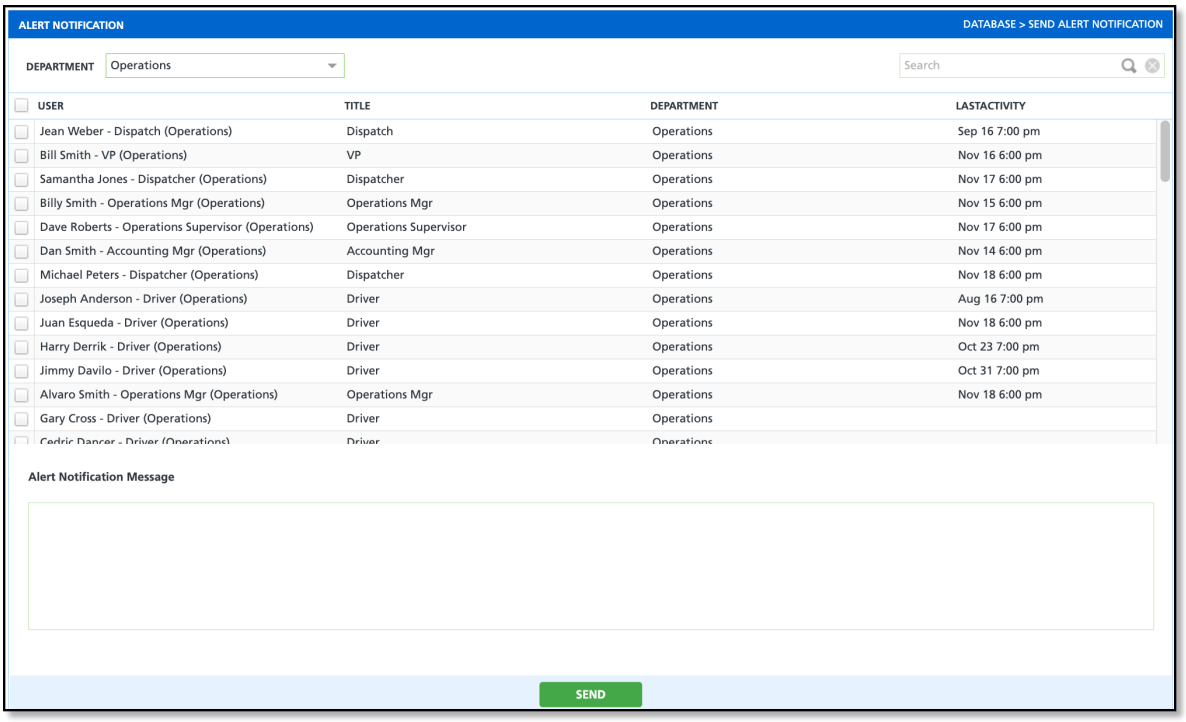
Send Alert Notification

Last Modified on 06/30/2026 11:18 am PDT

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.



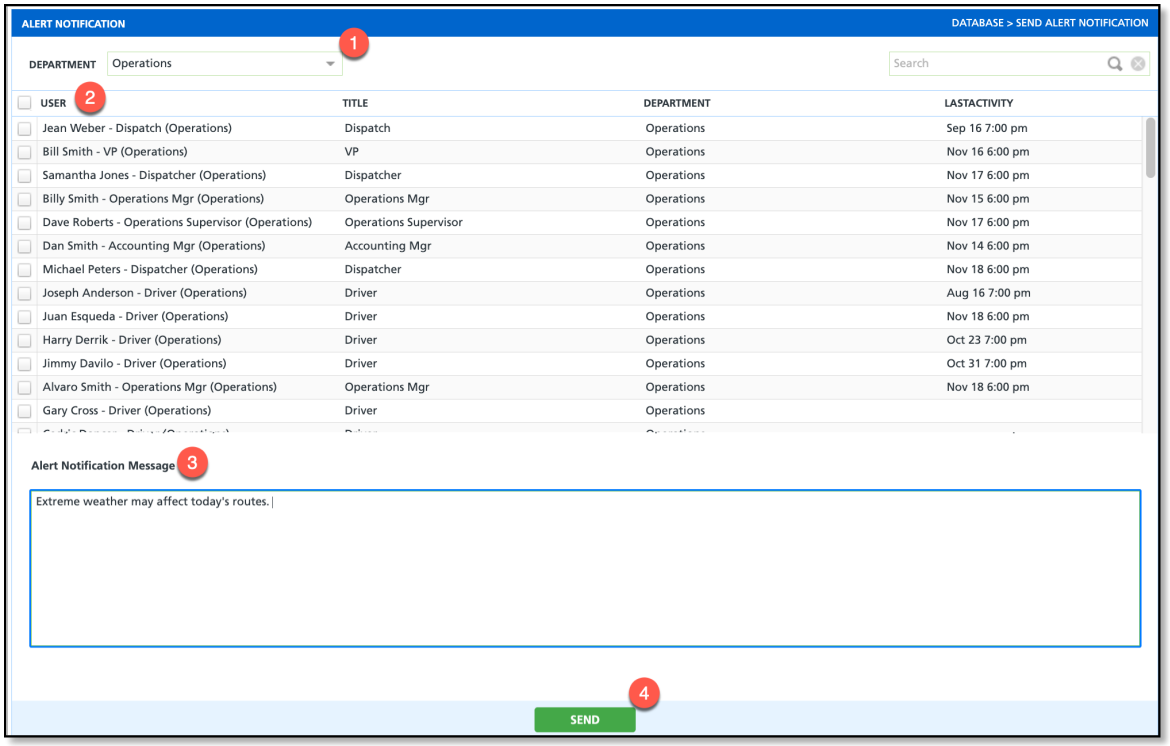
Permissions

The following permission is required to send alert notifications:

Permission ID	Permission Name
393	Send Alert Notification

Send an Alert Notification

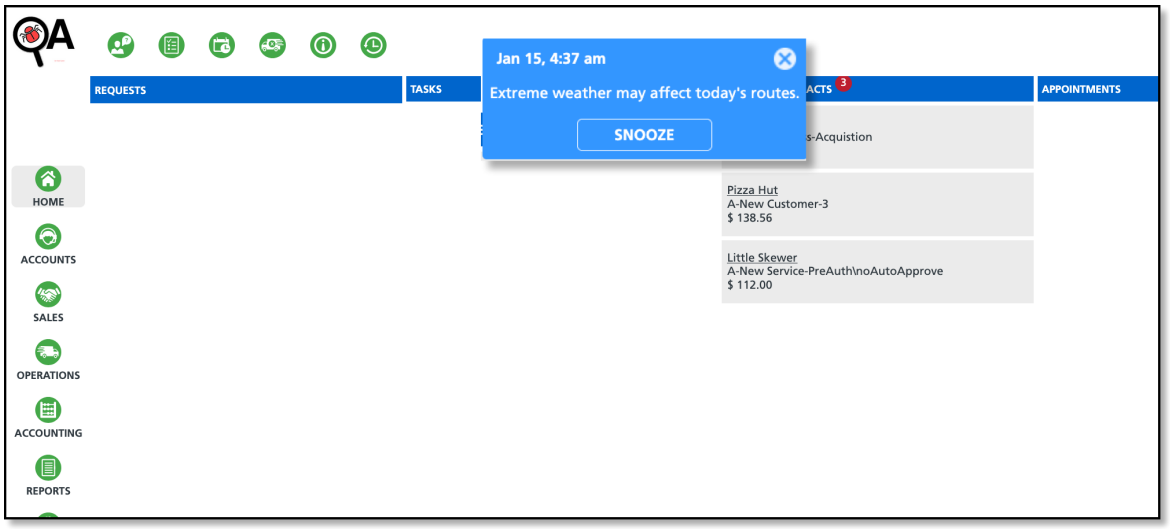
Use the process outlined here to send an alert notification to only the users the alert applies.



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."

Tabs

- **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."

