

Alerts and notifications

Depending on your job role, you may have access to alerts and/or notifications in your navigator. Alerts and notifications are displayed at the top of your navigator, in one or more categories. Numbers appearing over the category icons indicate that there are items you should review at your earliest convenience.

Alerts and notifications behave similarly, but there are a few differences.

	How can I distinguish them?	Is there a detailed message I can view?	When does it stop appearing?
Alert	Alerts have no Dismiss (x) icon.	No, alerts are brief.	Alerts automatically disappear when the circumstances generating them no longer apply.
Notification	Notifications have a Dismiss (x) icon.	Yes, notifications can have more detailed information.	Notifications continue to appear until you choose to manually dismiss them.

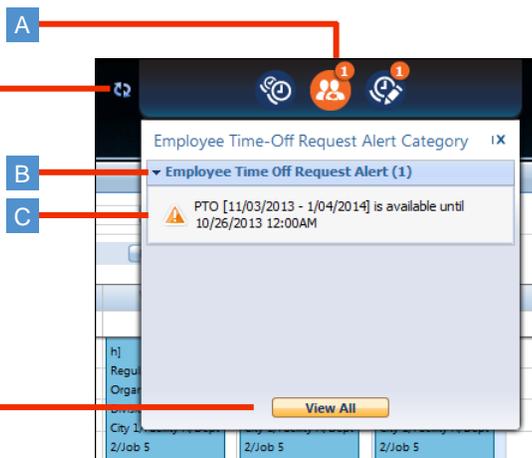
Reviewing an alert

If there is an alert requiring your attention, a number will appear over the relevant category icon.

Note: Alerts and notifications are automatically updated regularly, but you can click the **Refresh** icon to make sure that you are viewing the latest updates.

- A** Click the category icon to open the list of alerts in that category.
- B** Alerts are contained within sub-categories. If necessary, click the triangle icon to expand a sub-category to view its alerts. In this example, there is only one sub-category (Employee Time Off Request Alert) containing a single alert.
- C** Click the alert to open a widget where you can follow up on the alert.

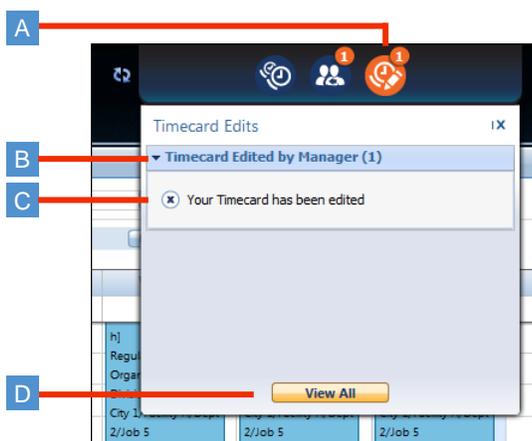
Note: If you have multiple alerts to review, you can click **View All** to open the Alerts and Notification Widget, which provides you with more space in which to look through your categories and sub-categories.



Reviewing a notification

If there is a notification requiring your attention, a number will appear over the relevant category icon.

- A** Click the category icon to open the list of alerts in that category.
- B** Notifications are contained within sub-categories. If necessary, click the triangle icon to expand a sub-category to view its alerts. In this example, there is only one sub-category (Timecard Edited by Manager) containing a single notification.
- C** If you would like to open a widget where you can follow up on the notification, click the notification. Or, if you would like to view more details about the notification, continue to the next step.
- D** Click **View All** to open the Alerts and Notification Widget.
- E** Click **Detail** to view more detailed information about the notification.



- F** If you would like to open a widget where you can follow up on the notification, click the notification. Or, if you would like to permanently dismiss the notification, click its Dismiss (X) icon.

Note: Some notifications will appear under the **Uncategorized** icon; these only appear in the Alerts and Notification Widget, and do not open a widget when clicked. You should periodically click **View All** to see if you have any Uncategorized notifications.

