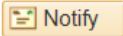


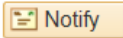
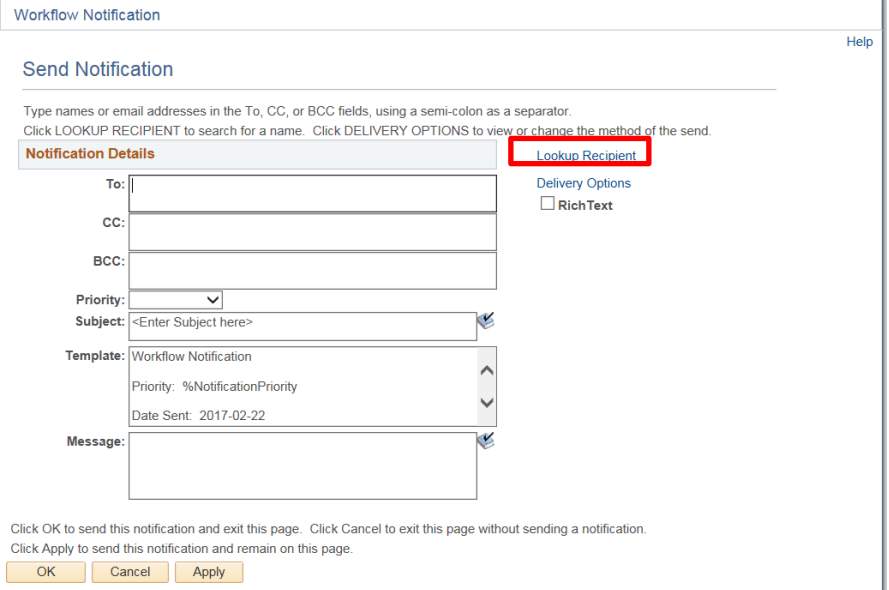
LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
<p align="center">Using the Notify Function</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The Notify function allows users to send email notifications relating to transactions or records to others in the organization.</p> <p>This function complements the workflow functions in place for approvals of various transactions. You can use the Notify function wherever you see this button :-> </p>

1.0 Process

This document is intended to provide a quick reference to using the notify function in GEARS.

STEP	ACTION	DETAILS
1.	<u>Click on the Notify Button</u>	
2.	<p>From the Send notification screen you have the following options:</p> <p>To: Enter the email address of the person you want to send this notification to. If you do not know the email address, click on the Lookup Recipient link to the right (See step 3 below for details).</p> <p>Cc/Bcc: Enter the email address of the person you want to copy on this notification.</p> <p>Priority: Set the Priority for the message to High, Medium or Low.</p> <p>Subject: Enter the subject line as you would if this was an email to the person.</p> <p>Template: Do not change.</p> <p>Message: Enter a message as you would if this was an email to the person.</p>	 <p>The screenshot shows the 'Send Notification' interface. At the top, there's a 'Workflow Notification' header and a 'Send Notification' title. Below the title, there are instructions: 'Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.' The 'Notification Details' section includes fields for 'To:', 'CC:', and 'BCC:'. A 'Lookup Recipient' link is highlighted with a red box. There are also 'Delivery Options' with a 'RichText' checkbox. The 'Priority' is set to a dropdown menu, and the 'Subject' field contains '<Enter Subject here>'. The 'Template' is 'Workflow Notification' with sub-templates for 'Priority: %NotificationPriority' and 'Date Sent: 2017-02-22'. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.</p>

3. Using the Lookup Recipient Function

When you click on the [Lookup Recipient](#) link, you will see the page to the right.

In the **Name** field, enter the first few characters of the person's first name or use the "*" wildcard to look-up by last name. Click on the **Search** button.

In this example, "*nud" will return all email addresses containing "nud".
NOTE: Results will be returned based on the email addresses stored in Microsoft Exchange and Outlook.

When you have found the person you want to include, check the **To, cc or bcc box** in the **Search Results** grid and then click the **Add to Recipient List** button.

When you have finished looking up all of the names needed, click the **OK** button.

4. Click the **OK button to send the notification.**



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