

About the Workstation Notification Center

Brief Overview

The Notification Center lets you create a list of Notifications (ShoutOuts) to be displayed for your users.

- Notifications will be displayed as a priority on screen, this means that it will not be overlapped by other applications open on the Desktop, but will be displayed on the topmost layer
- Notifications can be segmented per user type, department, etc.
- Notifications can also contain action buttons such as read confirmation and start a Smart Walk-Thru
- Activation rules can set the Notification to repeat periodically until a certain action is performed

Please note:

- Notifications won't appear in preview mode
- When adding images make sure that the resolution does not exceed 1920X1280





The active Notification list appears in the Desktop Widget in a separate tab from your other Walk-Thrus, Resources, and Shuttles.

Access it by clicking on the bell icon in the top right-hand corner:-



C Search	
Help 🏾 💦 Employee Onboarding	☆ Demos
NEWEST NOTIFICATIONS	
Working from home tips 29.4.2020 11:33PM	
Boosting your immune system 29.4.2020 11:50PM	

Use Cases

Put important notifications right on the employee's desktop.

Announcements:

- Announce events and office schedules
- Promote new features, events, or premium services
- Prompt employees to complete assigned tasks
- Announce (and ask confirmation of) company policies (e.g. yearly 'open enrollment')

Reminders:

• Remind trial users of time remaining in their free trial account

Inform Users:

- Direct users to the support portal
- Inform users of upcoming site maintenance or downtime



Adding Notifications to the Notification Center

- 1. Notifications are a type of ShoutOut. To create a new one, select ShoutOuts from the Main Editor page
- 2. Alternatively, click the orange plus icon, then select ShoutOuts
- 3. Select Notification
- 4. Select Theme from the gallery:

Notification Theme Gallery			
	Select a theme and begin customizing it Limitatio	15	
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5. Edit your Notification using the <u>Visual Editor</u> and then click Next:



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← Untitled Notification		Feedback (0, 100%) - In cal
OBJECTS		
Canvas Style	Welcome Aboard1 X Here are some quick tools to get you started:	
Conerradus 20 px CLOSE BUTTON Appearance	Cryanization structure Learn how we are built Learn how we are built	
SCREEN Text direction Left to right	Skip	
SZE 6 POJITON		
	Design Segmentation Goals	Close Next

- 6. In the Notification Settings, you are able to adjust segmentation if needed and set the appearance rate:
 - Immediately Notification expires 30 days after being published
 - $\circ~\mbox{Custom}$ The Notification will display according to your custom settings

Notification Settings				
Engagement	E ngagement Audience			
	Select a Segment Or Set a Rule Delivery			
	Appear in Notification Center only Immediately			
	Starts 05/03/2020 18:25 Ends 06/04/2020 18:25 (GMT+3)			
	Repeating Once 🗸			
	Once			
	Daily Weekly			
	Cancel Done			

7. Click on the green Send button at the bottom right of the screen and publish to the desired environment:



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To Edit your widget colors and style see the article <u>What is the Desktop Widget and how is it used</u>



