

# About the Workstation Notification Center

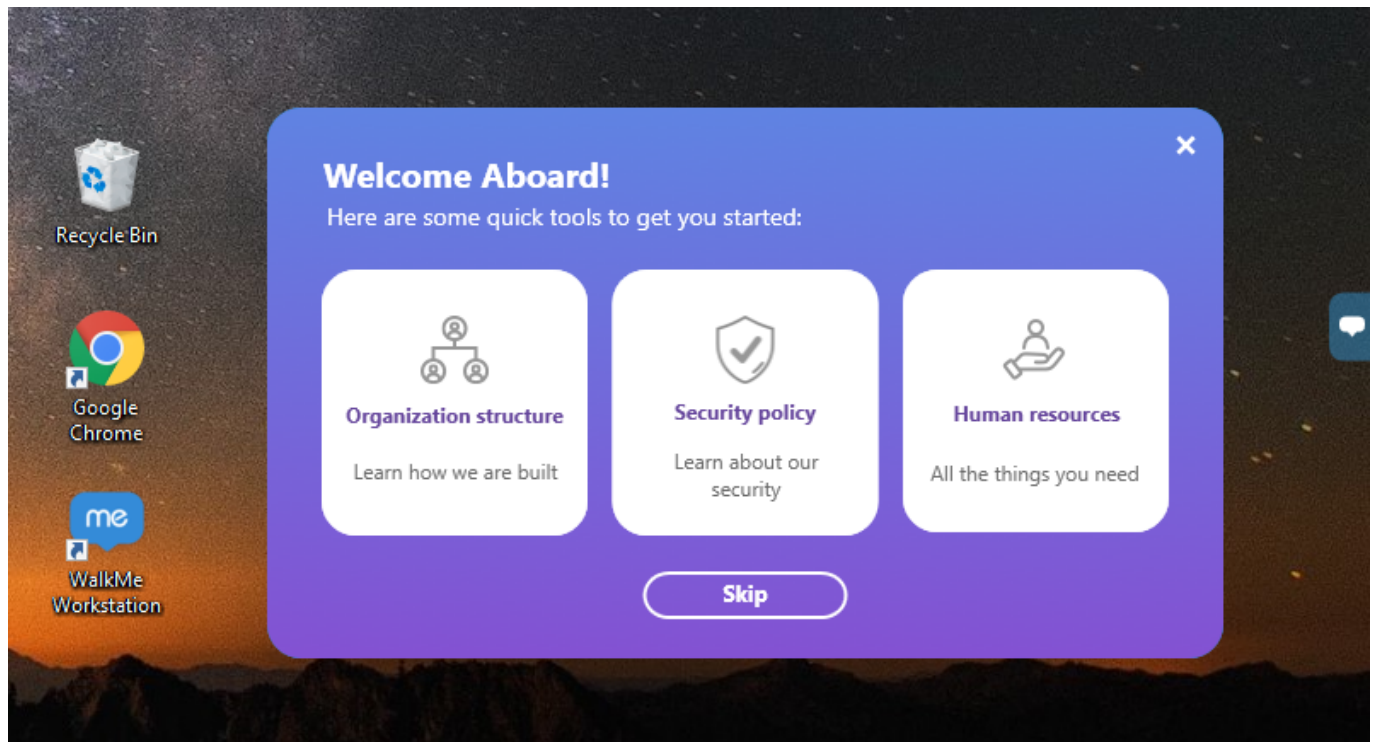
## Brief Overview

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

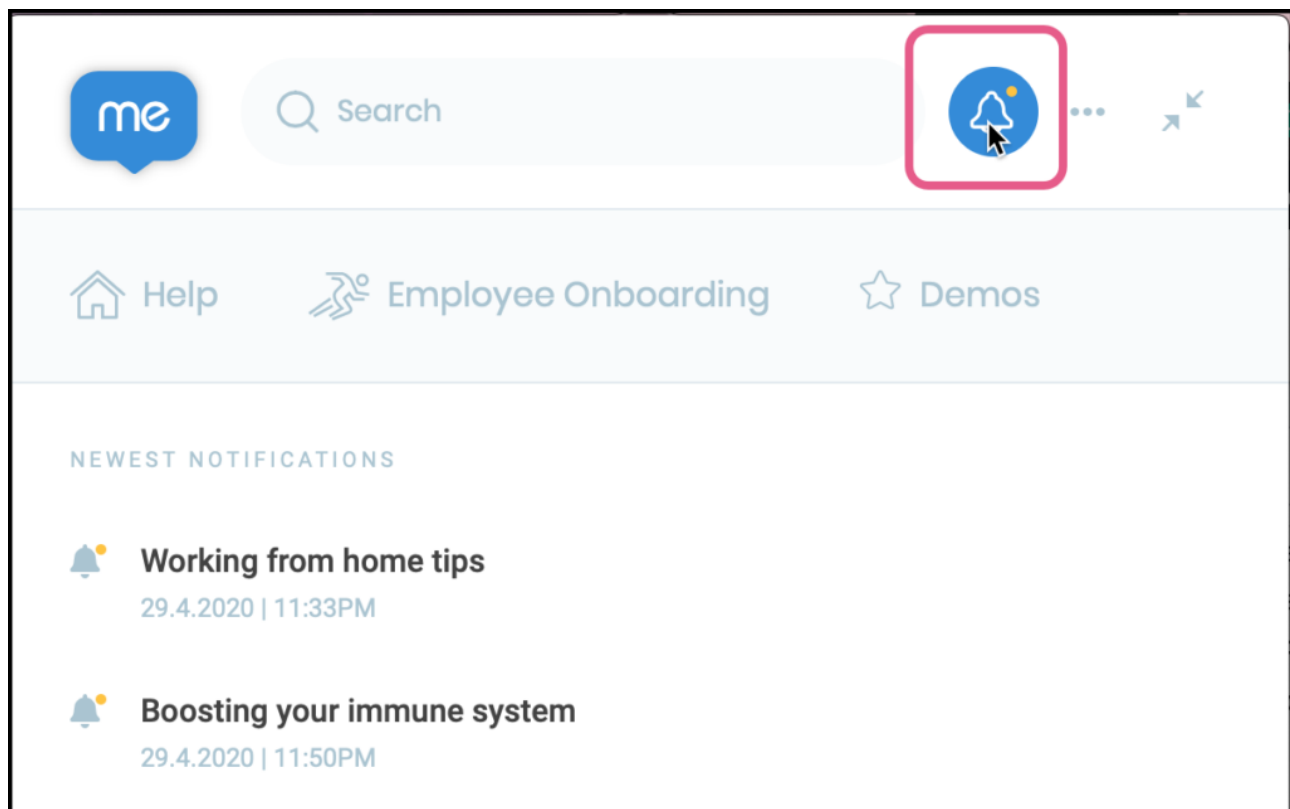
Please note:

- 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:-



## 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:**

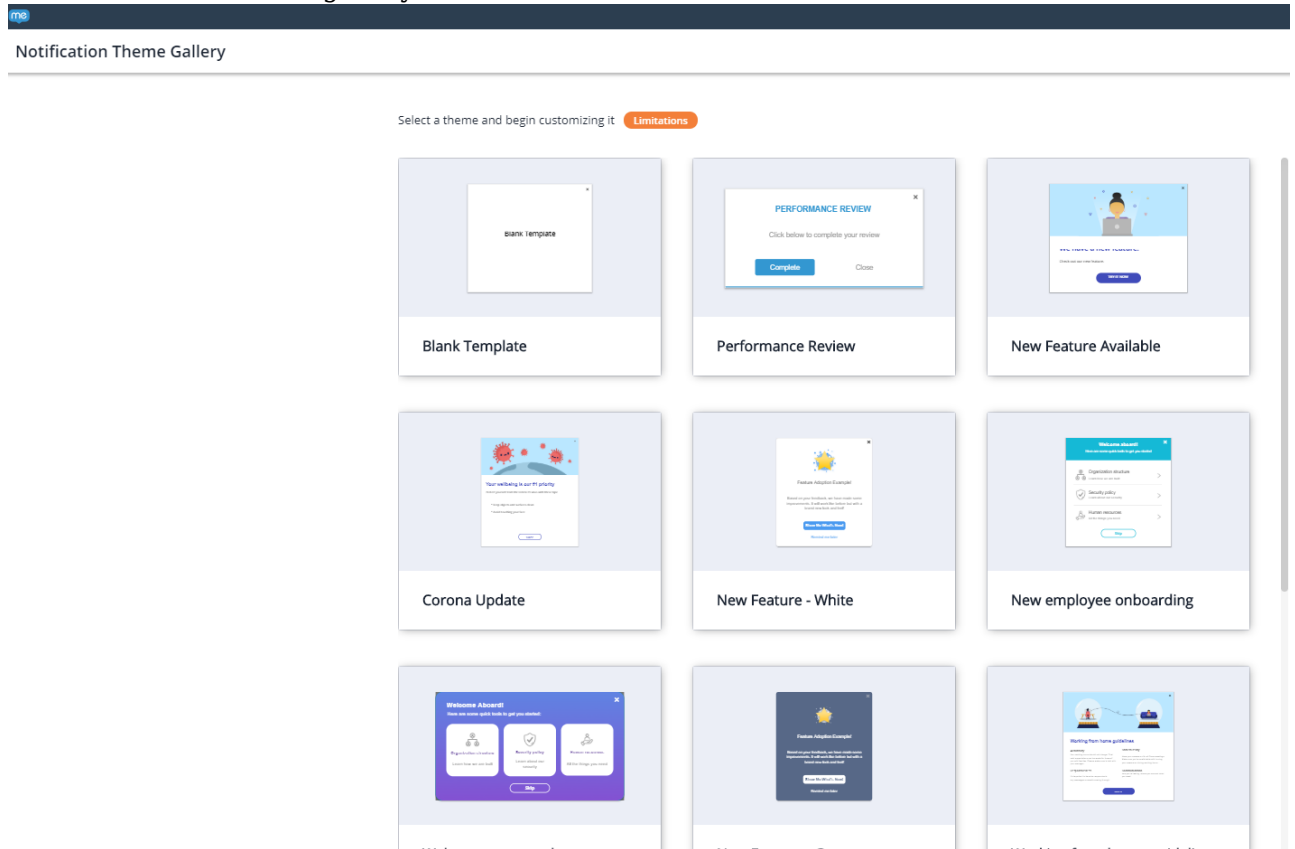
- Remind trial users of time remaining in their free trial account

### **Inform Users:**

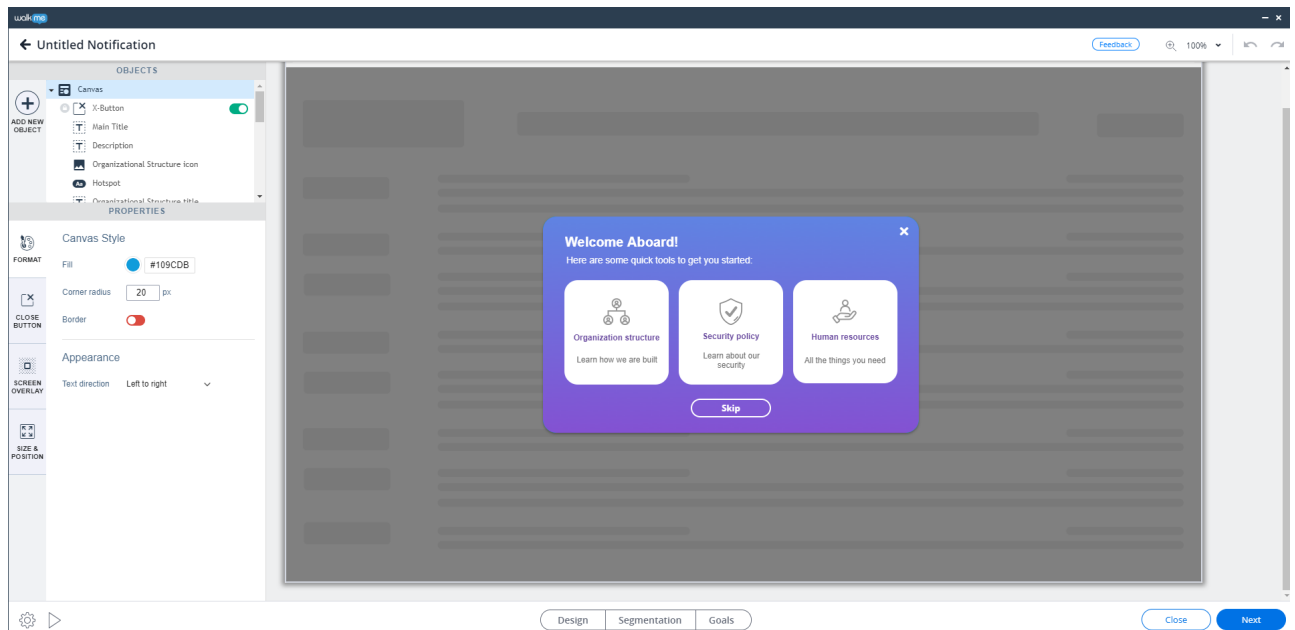
- Direct users to the support portal
- Inform users of upcoming site maintenance or downtime

## 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:

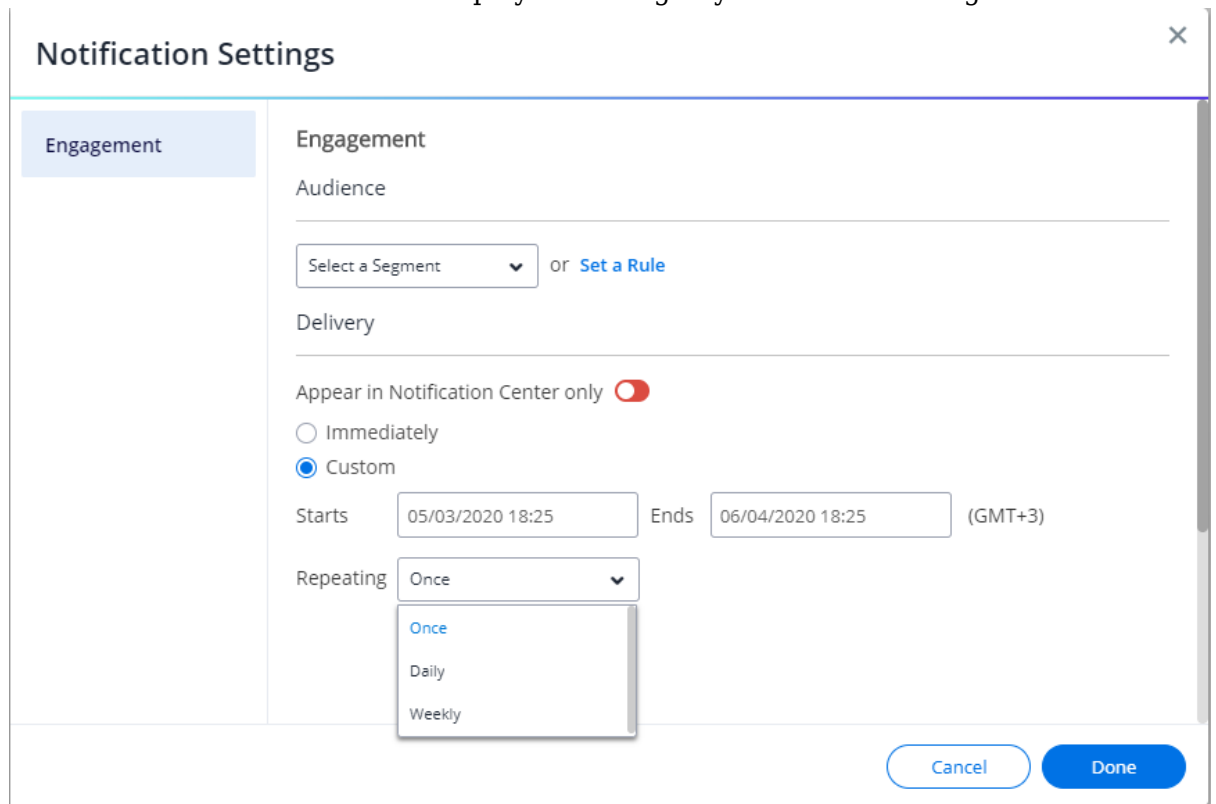


5. Edit your Notification using the [Visual Editor](#) and then click Next:

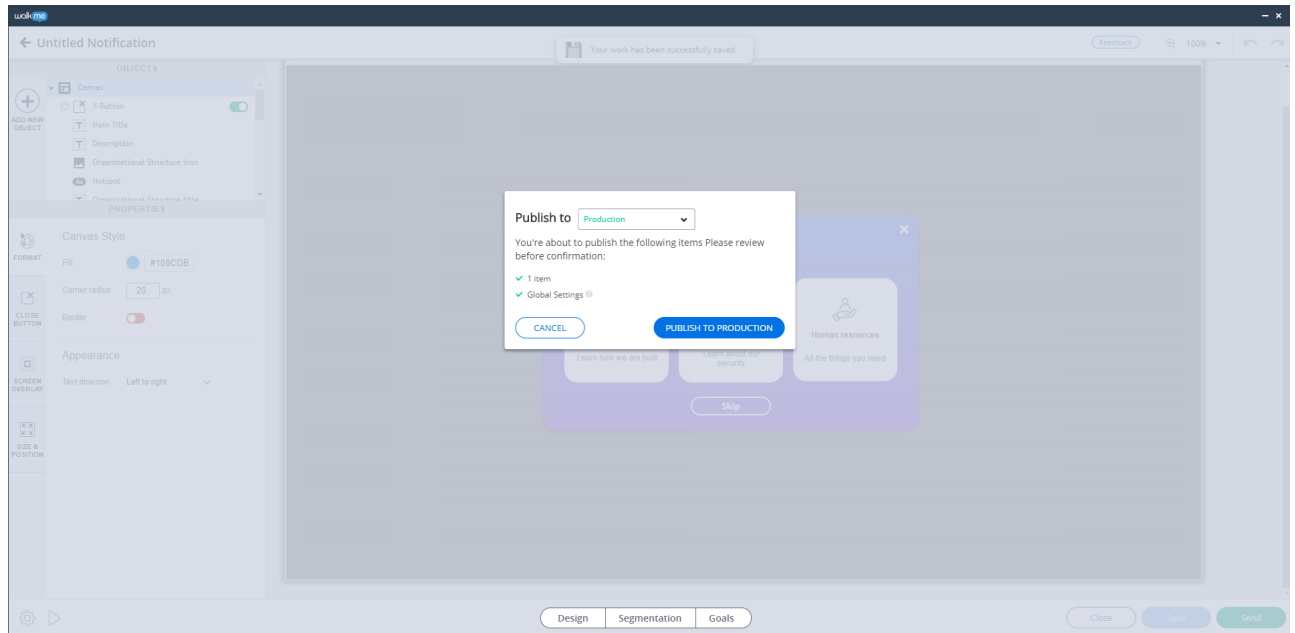


6. In the Notification Settings, you are able to adjust segmentation if needed and set the appearance rate:

- **Immediately** – Notification expires 30 days after being published
- **Custom** – The Notification will display according to your custom settings



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



To Edit your widget colors and style see the article [What is the Desktop Widget and how is it used](#)

