

SOLABS QM 10: Notifications Guide

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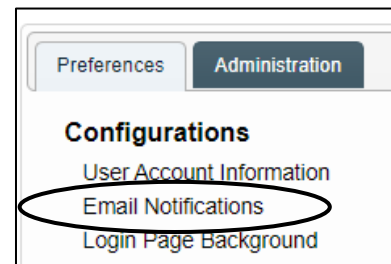
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Introduction | General Information & User Preferences

- SOLABS QM** has a number of **Notifications**, set up by default, to advise users of events that either require their participation or that they should be aware of. Available notifications for the Core Software and for Process Apps may change over time. **The current list is always available in the Notifications section of the current Process User Functional and Design Specifications (PUFDS) document.** These documents are available in your SOLABS E-Room. Some Process Apps also include optional Notifications that clients can choose to enable when the process is deployed.
- Users can view the list of Email Notifications related to the Core Software on their User Account page. Some **Notifications** can be turned on/off by General Users through **Setup > Preferences > Configurations > Email Notifications**. However, before turning off a Notification, users should consider the importance of it within in the context of their work with **SOLABS QM** since they are set up to occur for a reason.



Active Notifications

Username: gdixson (Gretchen Dixson)

Process Notifications:

- Dependent Process Started
- Process Task Reassigned

Document Notifications:

- Document Feedback Needed
- Document Reviewed on Your Behalf (as Part of Your Role)
- Document Reviewed Reviewed on Your Behalf
- Review Cycle Stopped with Comments
- Document Comments Provided
- Review Cycle Completed, with Comments
- Review Cycle Completed, no Comments

Email Notification Actions

Enable/Disable Notifications

- After clicking on Enable/Disable Notifications, if the check box isn't greyed out, the check mark can be removed to disable the related Notification. Some Notifications cannot be disabled since users need to know about new assignments they have been given.
- **General Users** (those who are not **System Administrators**, **Document Coordinators** or **Training Coordinators**) or those not involved in **Review/Approval Document** cycles receive far fewer notifications than do credentialed users in **SOLABS QM**.
- **Training Activity Assignment** and **Task Assignment** notifications can't be turned off. **Task, Training** and **Document Notifications** having to do with **DUE** or **LATE** activities can't be turned off either.

Notifications | Good Practices

If you are not using **SOLABS QM** one or more times a day as a matter of routine (and thus not seeing your **HOME**, or **To Do** page frequently), you will want to leave most or all of your **Notifications ON**.

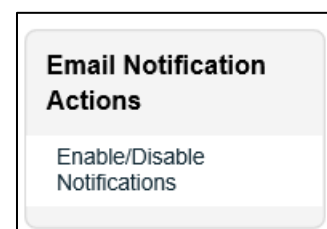
- **Notifications** are the main way that your fellow **SOLABS QM** users and co-workers have of making you aware of the various system-related events requiring your attention.
- If you are not signing in regularly and/or receiving **Notifications**, workflows needing your input are slowed or stopped.

Notification Types - Overview

NOTIFICATION TYPE	NOTES
Process	Participation required, or event assigned in PROCESS section
Document	Participation required, or event assigned in DOCUMENT section
Training	Participation required, or event assigned in TRAINING section
Task	Participation required, or event assigned in TASK section
Setup	Notification of AD account creation , locked accounts, etc., These notifications apply if you have the System Roles of either SOLABS System Administrator or SOLABS Help Desk .

Enabling/Disabling System Notifications

Use the **Enable/Disable Notifications** box, to the right of the screen at **Setup > Preferences > Configurations > Email Notifications**, to turn on/off **System Notifications**.



NOTE: Each section has an **All** option for the complete list of available **Notifications**. Some notifications, however, **can simply not be turned off** regardless of **Role** assignments in **SOLABS QM**.

If the check boxes are *not* selectable:

- Click **Enable/Disable Notifications**
- Check the ones you'd like **Active**, and uncheck the ones you'd like **Inactive**, then
- Click **Submit** at the bottom of the page, check your work, and click **Confirm** to save your changes.

If the check boxes are *still not* selectable:

- These are notifications that simply cannot be turned off, either in general or because of your Role/privileges assignments.

<p>Email Notification Actions</p> <p>Enable/Disable Notifications</p>	<p>Document Notifications:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> All<input checked="" type="checkbox"/> Document Feedback Needed<input checked="" type="checkbox"/> Document Reviewed on Your Behalf (as Part of Your Role)<input checked="" type="checkbox"/> Document Reviewed Reviewed on Your Behalf<input checked="" type="checkbox"/> Review Cycle Stopped with Comments<input checked="" type="checkbox"/> Document Comments Provided<input checked="" type="checkbox"/> Review Cycle Completed, with Comments<input checked="" type="checkbox"/> Review Cycle Completed, no Comments<input checked="" type="checkbox"/> Document to Approve<input checked="" type="checkbox"/> Document Approved on Behalf of a Role<input checked="" type="checkbox"/> Document Approved on Behalf of a User<input checked="" type="checkbox"/> Document Rejected During Approval Cycle<input checked="" type="checkbox"/> Document Rejected on Your Behalf (as Part of Your Role)<input checked="" type="checkbox"/> Document Rejected on Your Behalf<input checked="" type="checkbox"/> Approval Cycle Stopped with Comments<input checked="" type="checkbox"/> Document Approved
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