SOLABS QM10: Notifications Guide

Introduction | General Information & User Preferences

- **SOLABS QM10** 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 eRoom.   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 QM10** since they are set up to occur for a reason.
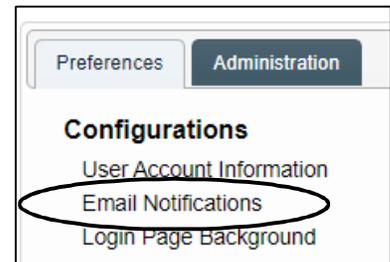
- After clicking on Enable/Disable Notifications, if the check box isn't greyed out, the check mark can be removed to disable the related Notification. Some Notifications cannot be disabled since users need to know about new assignments they have been given.

- **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 other users in **SOLABS QM10.**

- **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 QM10** 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 QM10** 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**.

Email Notification Actions

Enable/Disable Notifications
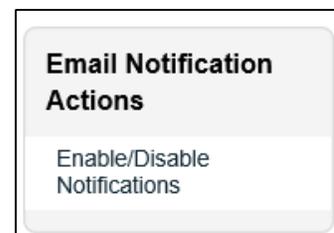
NOTE: Each section has an **All** option for the complete list of available **Notifications**. Some notifications, however, **can simply not be turned off** regardless of **Role** assignments in **SOLABS QM10**.

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.