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## Guide to Manager Notifications

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*Everything in Site. Content. eCommerce. Customers*

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## General Overview

SiteCM Notifications is a tool used by Administrators at IdeaLEVER to get in touch with you our clients and resellers while you are logged into your SiteCM Managers. This means that you will never miss out on any important information we need to deliver to you regarding SiteCM. These notifications may include:

- Important website updates
- Webinar Invitations
- And more...

Notifications can also be marked to arrive as Critical so that they display within in a Pop up alert. This alert then appears at the bottom right of any active SiteCM manager window, including the page editor.

There are three types of notifications you will receive:

- **Normal:** A general notification that arrives as a message within the Notification pane to be read.
- **Low:** A low priority notification that arrives as a message within the Notification pane to be read.
- **Critical:** A high priority notification that displays both as a pop up alert on top of any active window being used within the SiteCM manager, as well as a message within the Notification pane to be read.

## The Notifications Pane within SiteCM

The Notifications pane displays all three types of notifications, each represented by a graphic icon indicating their importance:



This icon represents a critical notice



This icon represents a normal notice

This represents a low priority notice

- Note titles that appear in Bold text are unread messages.
- Notes titles that are displayed in Normal text are read messages.

Importance	Note Title	
	<b>This is a Critical Message Send</b>	×
	Normal Priority Send	×
	Low Priority Notice Send	×

MARK ALL AS READ    DELETE ALL

Notification titles changes from Bold to Normal once the notice itself has been read. Clicking the Note Title within the Notifications pane (or the Critical Popup alert for critical notifications) opens the notification content for viewing, and marks the Note Title as read.

## Dealing With Received Notifications

To read a critical message, normal message, or low priority message, simply click on the Note title of the received notification within the Notifications window. Additionally, you can click the Note Title of a critical notification within the popup window as well. Both methods of reading a notification then mark the notification within the Notifications pane as being read.

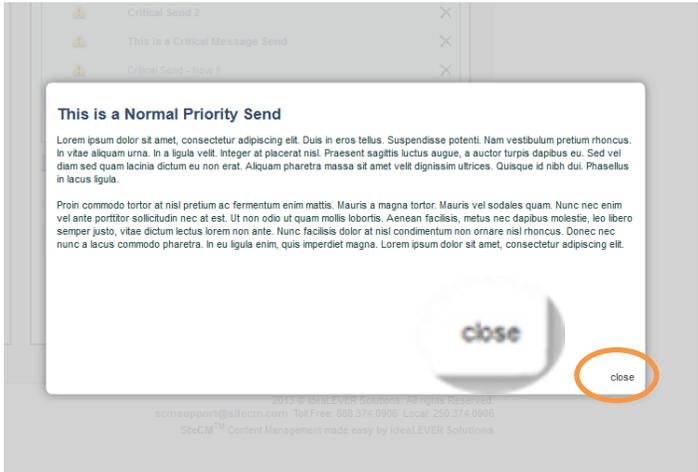
**Mark All As Read** – This button is used to mark all messages within the Notifications window as read. Notifications within the window are then listed in normal text.



**Delete All** – Removes all messages from the Notifications window.



## Notification Popup Message Window



The notification message popup window contains the contents of the notification. It appears when a note title within the Notifications pane has been clicked, or when the Note Title within the critical alert has been clicked.

Click the close link to close the notification message popup window and to mark the notification as read. You can also click outside of the notification message window to close it too.

## Critical Notifications

The Note Title of a critical notification displays in a small popup alert upon arrival to the targeted SiteCM User(s), reseller(s), or Super Admin(s). Clicking the Note Title within the Popup window opens the notification message popup window for viewing. Once viewed the critical notice alert is closed and the notification is marked as read.



The Critical Popup appears to the lower right hand side of any active window within the SiteCM manager, including the Page Editor window. It will not close until the critical notification it contains has been read, regardless of where you navigate to within the SiteCM manager.

## Hiding and Displaying the Notifications Pane

The notifications pane is set to display by default on the Content > Pages > Navigation Tab. Clicking on any page within the navigation menu or any menu itself hides the notifications pane, and displays the selected page's or menu's properties pane instead. To return to the Notifications pane, click the [show notification] link found at the bottom right of the properties window being viewed.

OPTIONS	PERMISSIONS	HISTORY
Current Version	2	
Page ID	95317	Deletable <input checked="" type="checkbox"/>
Navigation Title	add to left nav	
Browser Title	add to left nav	
Application Type:	PlainHTML	
Filename:	/leftnav.htm 	
Date Added:	Tue Apr 3 2012 - 3:37:00 PM	
Date Modified:	Wed Mar 6 2013 - 1:35:00 PM	
Activation Date:	Tue Apr 3 2012 - 3:36:00 PM	
De-Activation Date:	Tue Dec 29 2099 - 11:00:00 PM	
Suspend Page	<input type="checkbox"/>	
Show in Search	<input checked="" type="checkbox"/>	
Show in Site Map	<input checked="" type="checkbox"/>	
<input type="button" value="UPDATE"/> <input type="button" value="EDIT"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE"/>		

[show notification](#)

If you have any questions on the Notifications Pane, or the receipt of notifications please call us at 1.888.374.0906 ext 208, or email at [support@idealever.com](mailto:support@idealever.com)