



View Alerts Step Action Table



User

Trails User.

Process

This step action table describes the actions needed to view Alerts in the Trails Workspace.

Introduction

- A count of new alerts is shown above the Alerts icon.
- Alerts are sorted by unread on top, then by notification date.
- Each column can be sorted or filtered using the icons to the right of the Column Header.
- If applicable, an email will be sent at the time the Alert is generated.

Table of Contents

View Alerts.....	2
------------------	---



View Alerts

Step Action Table



Experience the commitment®

View Alerts

Step	Action
1	<p>From anywhere in the <i>Trails Workspace</i>.</p> <ul style="list-style-type: none">Click the Alerts icon (small bell) in the top right corner of the page. <p>This will open the <i>Alerts</i> pop-up window.</p>
2	<p>In the <i>Alerts</i> list.</p> <ul style="list-style-type: none">Click the link under Title. <p>This will open the page associated to the alert.</p>
3	<p>In the <i>Alerts</i> list.</p> <ul style="list-style-type: none">To dismiss an alert.<ul style="list-style-type: none">Select the checkbox at the left of the row to be dismissed.Click Action.Select Dismiss. <p>This will remove the alert from the list.</p>
4	<p>In the <i>Alerts</i> list.</p> <ul style="list-style-type: none">When review is completed, click Done. <p>This will close the <i>Alerts</i> pop-up window.</p>