



# View Notifications Step Action Table



## User

Trails Worker.

## Process

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

## Introduction

- A count of new notifications is shown above the Notification icon.
- Notifications 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 notification is generated.

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## View Notifications

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Step	Action
1	From anywhere in the <i>Trails Workspace</i> . <ul style="list-style-type: none"><li>Click the <b>Notifications</b> icon (small globe) in the top right corner of the page.</li></ul> This will open the <i>Notifications</i> pop-up window.
2	In the <i>Notifications</i> list. <ul style="list-style-type: none"><li>Click the link under <b>Title</b>.</li></ul> This will open the page associated to the notification.
3	In the <i>Notifications</i> list. <ul style="list-style-type: none"><li>When review is completed, click <b>Done</b>.</li></ul> This will close the <i>Notifications</i> pop-up window.

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