

Notification Center: Managing Important Notifications and Settings

This How-To-Guide is intended for active licensees and/or applicants. If you have started an application for licensure, reinstatement or renewal, you will receive regular updates to your dashboard Notification center with the ability to manage your inbox messaging.

1

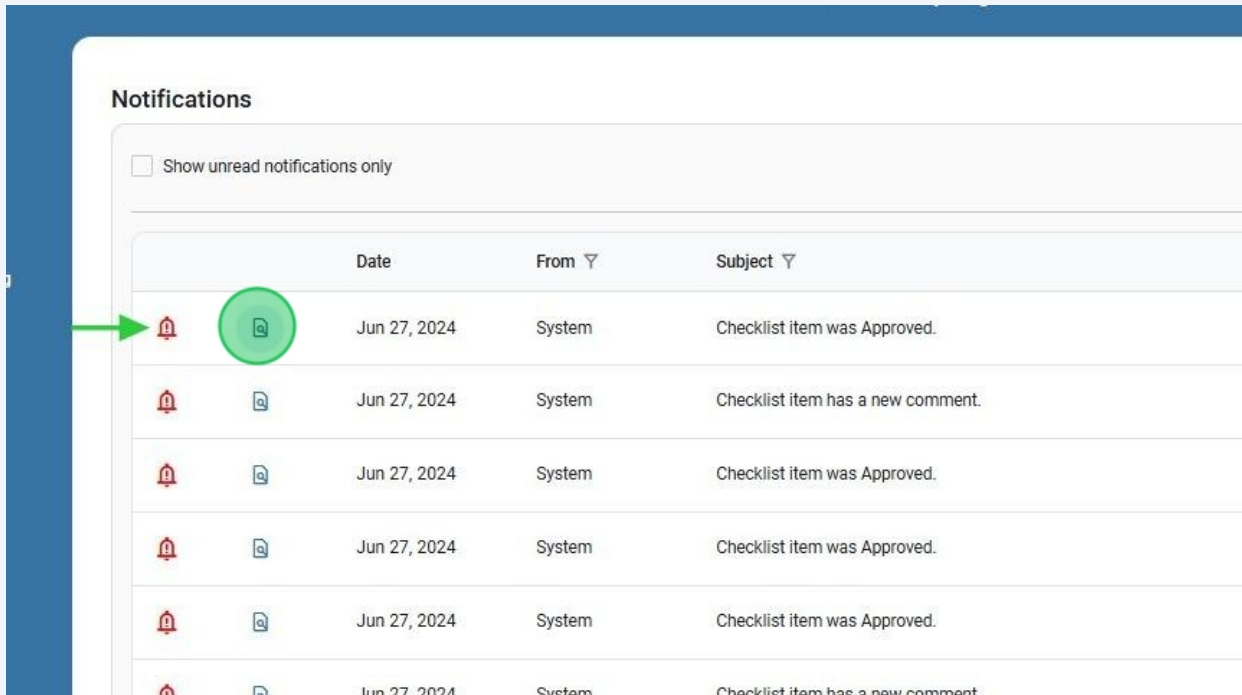
Navigate to your Licensee dashboard. You can **click on any message** listed in your Important Notifications section of the dashboard. The RED Bell indicates the item has not been read. Click "**View all notifications**" to display a list of ALL notifications

The screenshot displays a user dashboard with the following sections:

- Applicant Information:** 7700 sw 166th Lane, Lambertville, SD 55238; Phone: 9544722133; Email: plbarney@gmail.com.
- Profile Information:** Includes a 'Continuing Education' button.
- Corporation Information:** Includes a 'Corporation Application' button.
- Quick Links:** Includes an 'EMS CE Course Application' button.
- What's in-progress:** Shows progress for 'Genetic Counselor - Temporary' (75%) and 'Ambulance Driver' (100%). A 'Final review' section is also present.
- My applications:** A 'START A NEW APPLICATION' button is visible.
- My renewals:** No records to show.
- My supervisors:** Includes a profile picture of a supervisor.
- Important Notifications:** A 'View all notifications' button is highlighted with a green circle. Below it, a list of notifications is shown, each with a red bell icon indicating it is unread. The notifications are: 'Checklist item was Approved.', 'Checklist item has a new comment.', 'Checklist item was Approved.', 'Checklist item was Approved.', and 'Checklist item was Approved.'.

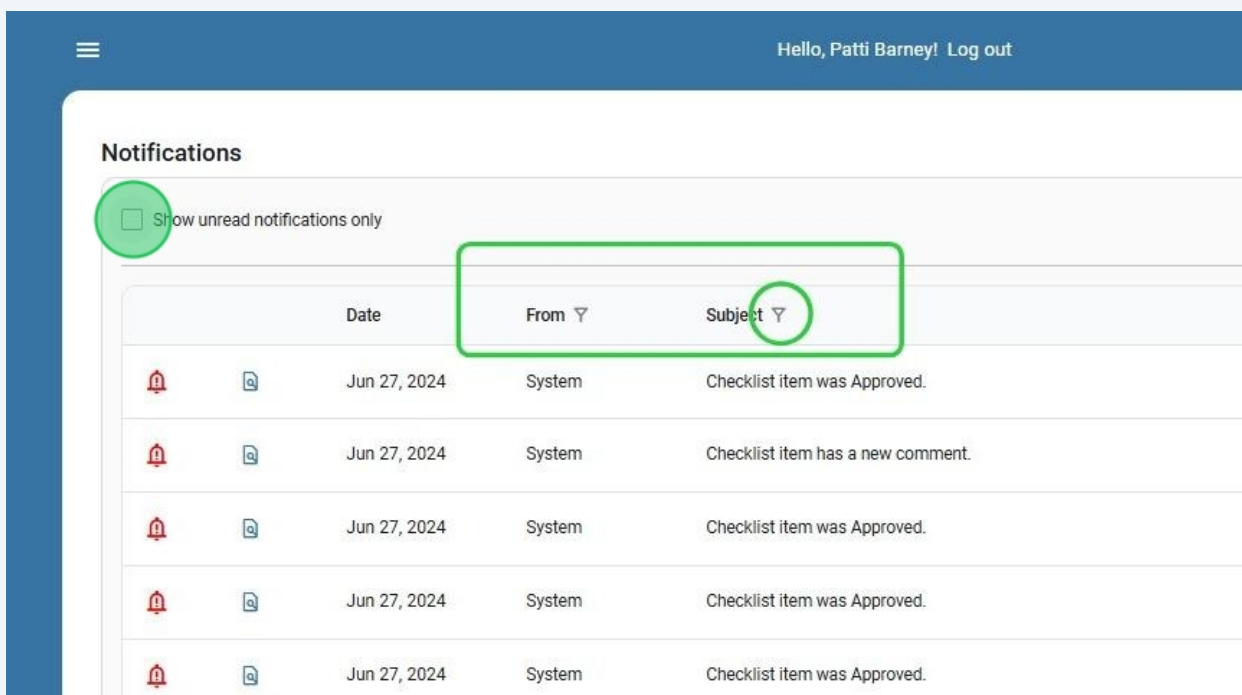
2

All notifications are displayed on the list. Click the "**Document icon**" to display and read the details for a specific notification. Click "**OK**" to return to the notifications list.



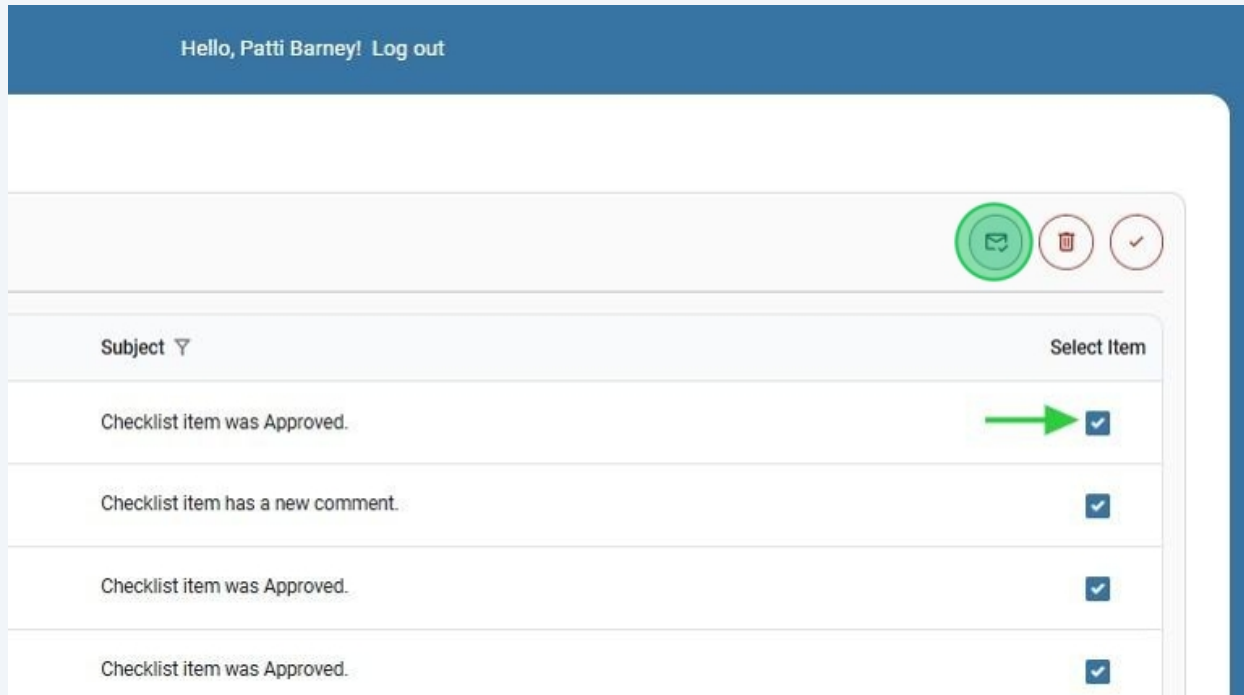
3

Click "**Show unread notifications only**" to exclude those items you have previously read. You can also filter your messages by **sender or subject**. Click one of the "**filter icons**" and enter your criteria. The listing will now only include messages that meet your criteria. (You can use one or more filters at any given time). Click "**Clear**" from within the filter to **remove the filter criteria** that was set



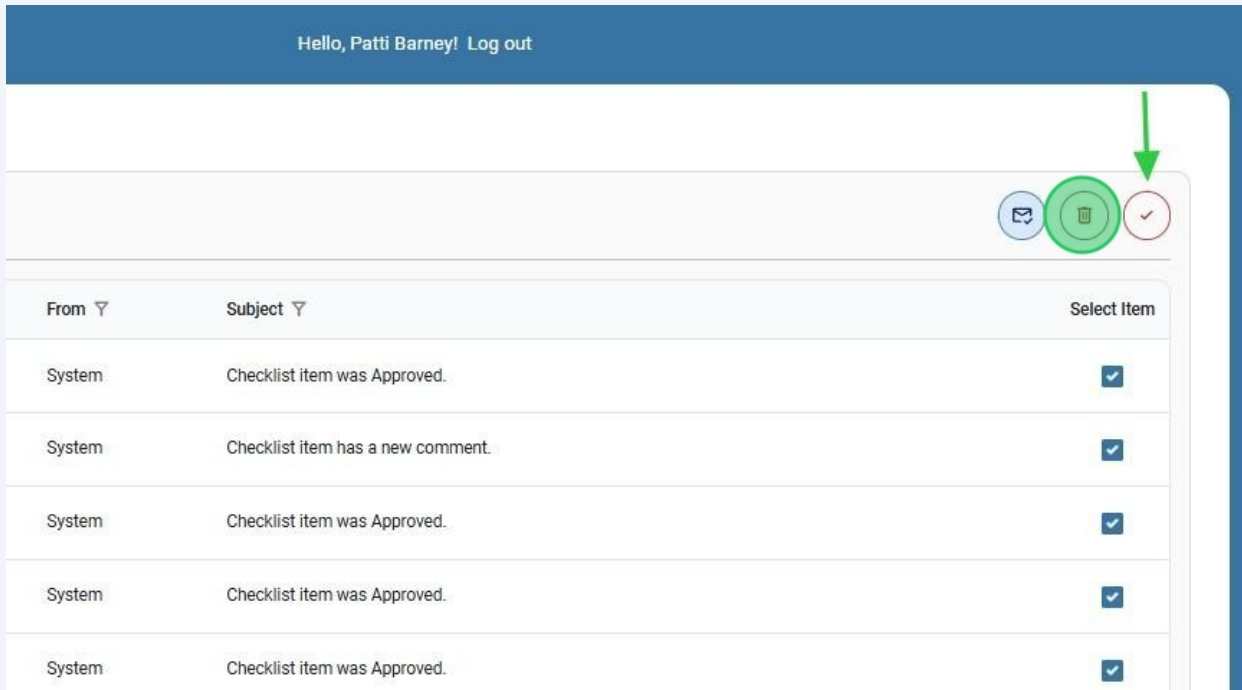
4

You can Select one or more of the notification items in the "**Select Item**" column. "**Click the box**" to mark it as checked. When finished selecting, Click the "**Read icon**" to mark those items as Read. The bell indicator turns from RED to GRAY. If you are displaying unread items only, these notifications will disappear from the list



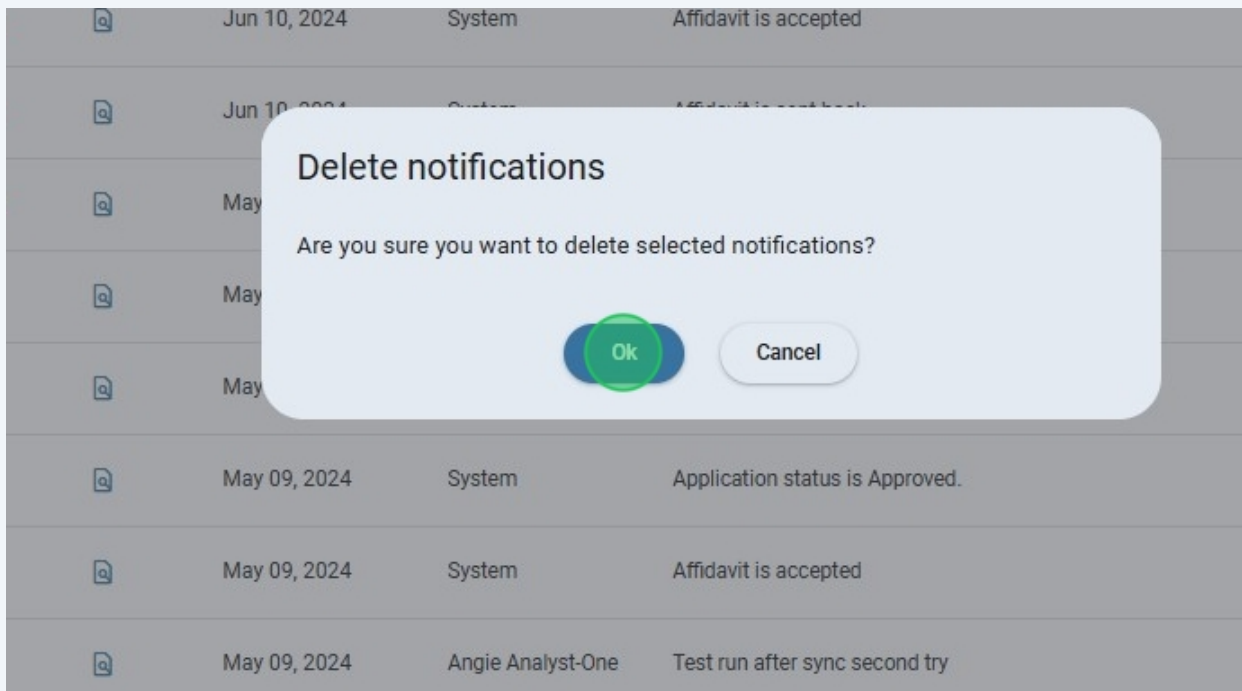
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You can also Click the "**Checkmark icon**" to mark ALL items as selected. Click a "**checked box**" to uncheck it. Click the "**Delete icon**" to remove all items you have checked.



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You will be prompted with the "**Are you sure?**" message. Click "**OK**" to **permanently remove those items** from your notifications list. Click "**Cancel**" to exit without removing anything from the list



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Use the left navigation menu to Return to your dashboard. Click "**Licensee Dashboard**". To change your notifications settings, Click on the "**Settings icon**"

The screenshot shows a user dashboard with a left navigation menu and several main sections:

- What's in-progress**: A section with a header and a sub-section titled "My applications". It lists two applications: "Genetic Counselor - Temporary" with a 75% progress bar and a checklist icon, and "Ambulance Driver" with a 100% progress bar and a checklist icon. Below this is a "Final review" section. Underneath, there is a "My renewals" section with the text "No records to show". At the bottom of this section is a large blue button labeled "START A NEW APPLICATION".
- My supervisors**: A section with a header and a sub-section titled "My supervisors". It features a circular profile picture of a man.
- Important Notifications**: A section with a header and a sub-section titled "Important Notifications". It contains a blue button labeled "View all notifications" and a green circular settings icon. Below this are several notification items, each with a date and a bell icon: "Monday, June 10, 2024 Application status is Approved.", "Monday, June 10, 2024 Affidavit is sent back", "Thursday, May 9, 2024", "Thursday, June 27, 2024 Checklist item was Approved.", and "Thursday, June 27, 2024".

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A Notification can be included or excluded based on your preferences set in "**Notification Settings**". Click any "**checkbox**" to check or uncheck the item. This can be done independently for the type of communication and the method of delivery. You can mark to receive the in-system dashboard notification but not the email, or exclude them both, etc.

Notification Type	In-System Notification	Email Notification
Fast Track Questionnaire is under review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Affidavit status has been approved/rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Application status has been accepted/rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checklist item is not approved and needs resubmission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The 120 day deadline is approaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Application is pending payment (2 week deadline)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
License has been issued	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checklist item status is changed	<input type="checkbox"/>	<input type="checkbox"/>
For Agents: An applicant selects you as their designated agent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
For Agents: The applicant's application status has been accepted/rejectedd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
For Agents: The applicant's Checklist items are all complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>