

# Notification Center: Managing my Important Notifications and Settings

This How-To-Guide is intended for active licensees and/or applicants that have started a new application for licensure.

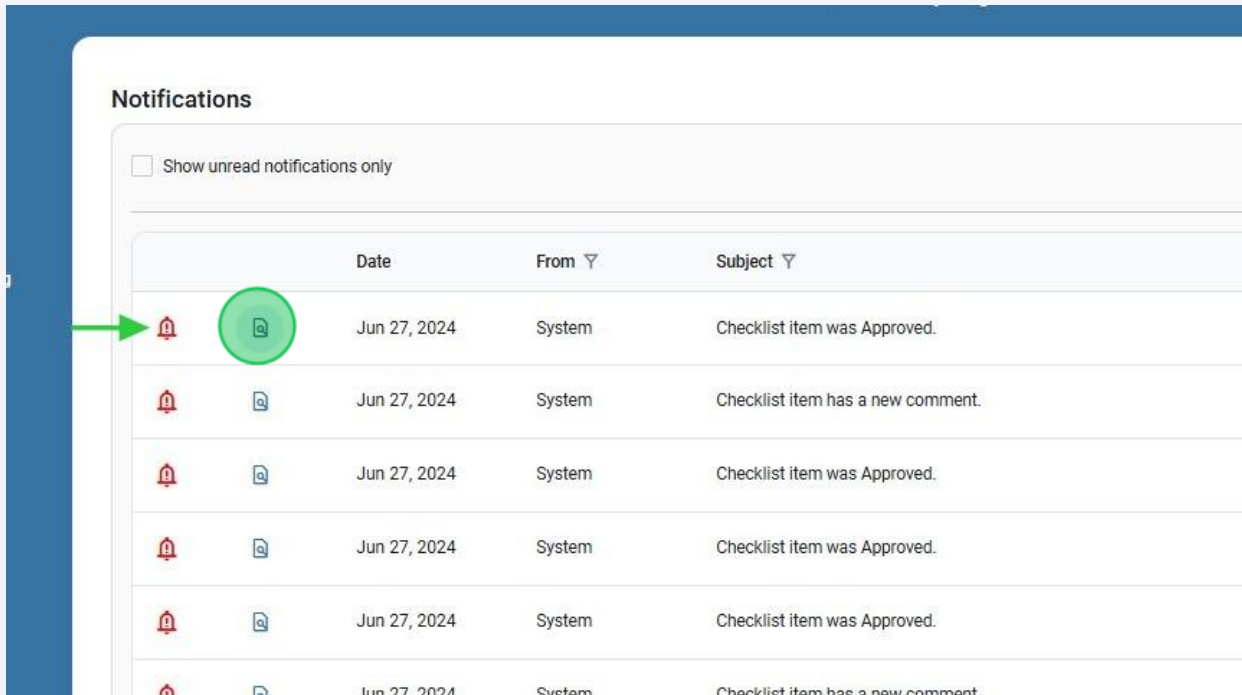
1

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 three main columns. The left column contains profile information for an applicant, including contact details and buttons for 'Continuing Education' and 'Corporation Application'. The middle column, titled 'What's in-progress', shows progress bars for 'Genetic Counselor - Temporary' (75%) and 'Ambulance Driver' (100%), along with a 'START A NEW APPLICATION' button. The right column features a 'Select Agent' dropdown, a supervisor profile, and an 'Important Notifications' section. A green circle highlights the 'View all notifications' button, and a green box highlights a list of notifications, each starting with a red bell icon and a date: 'Thursday, June 27, 2024'. The notifications include 'Checklist item was Approved.' and 'Checklist item has a new comment.'

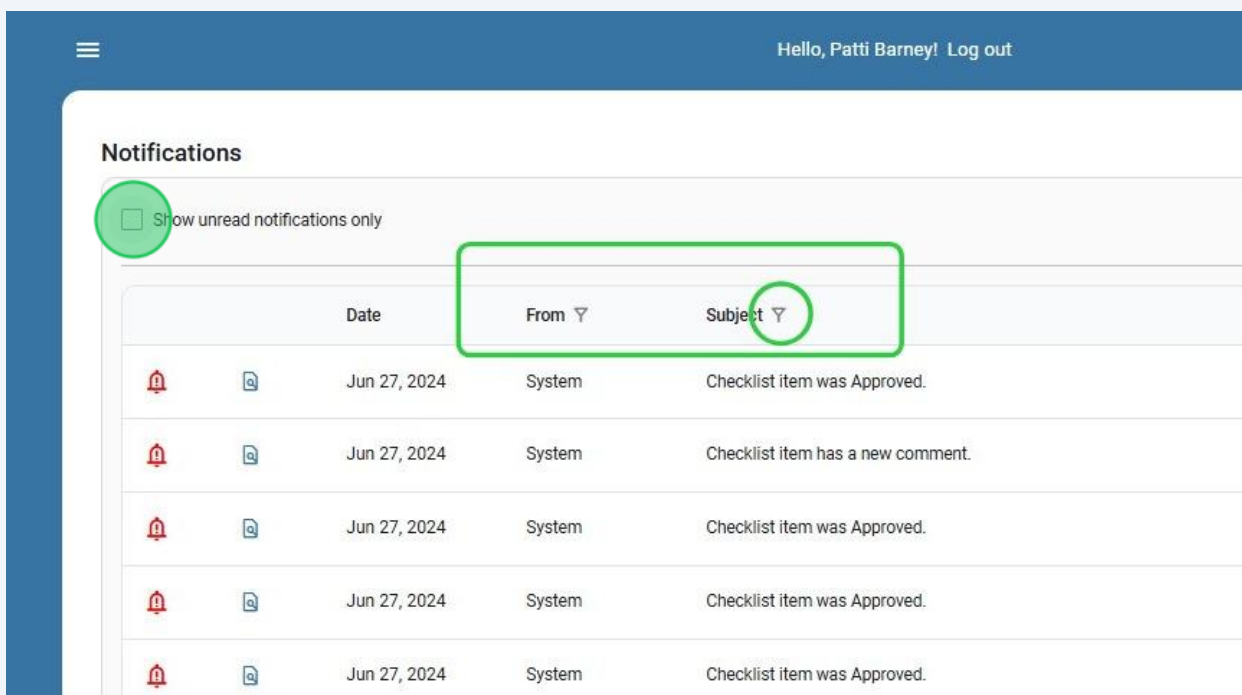
2

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



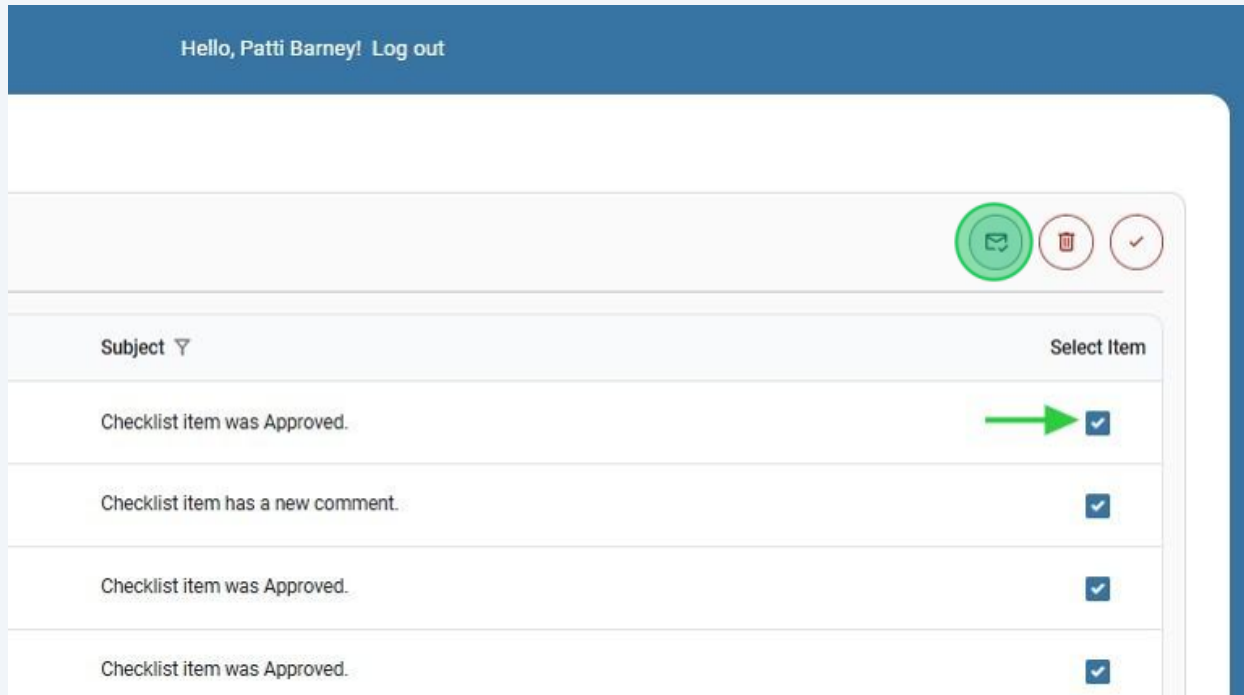
3

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



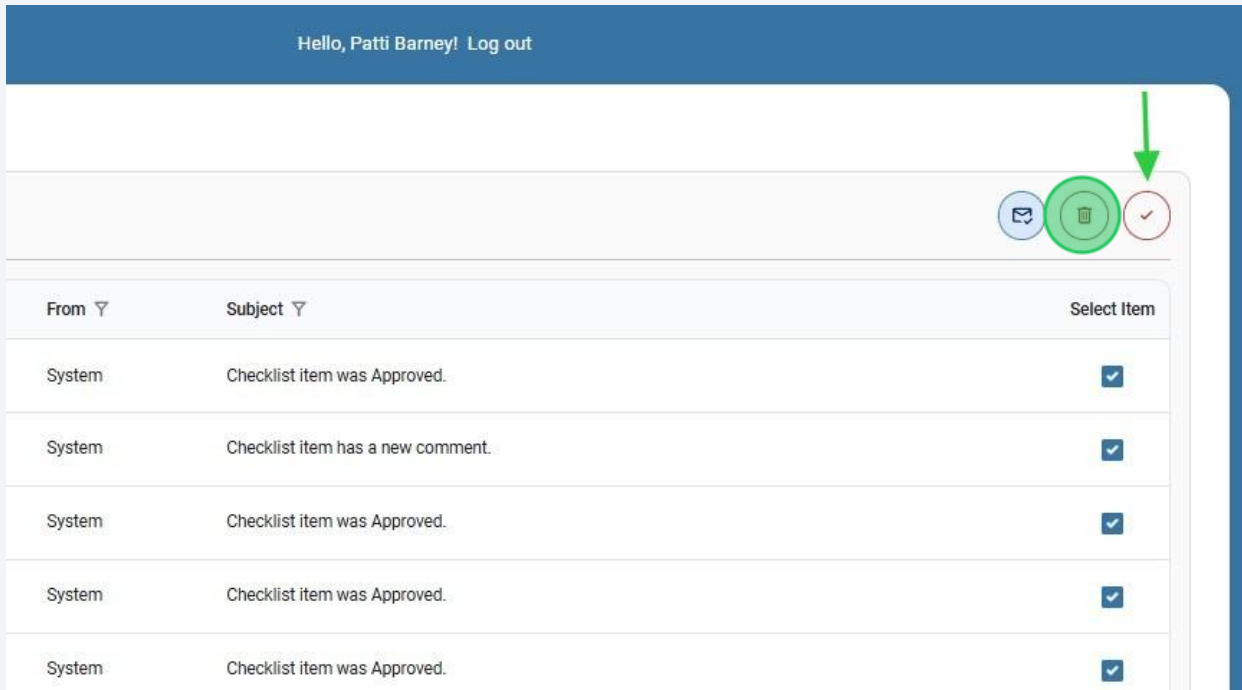
4

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



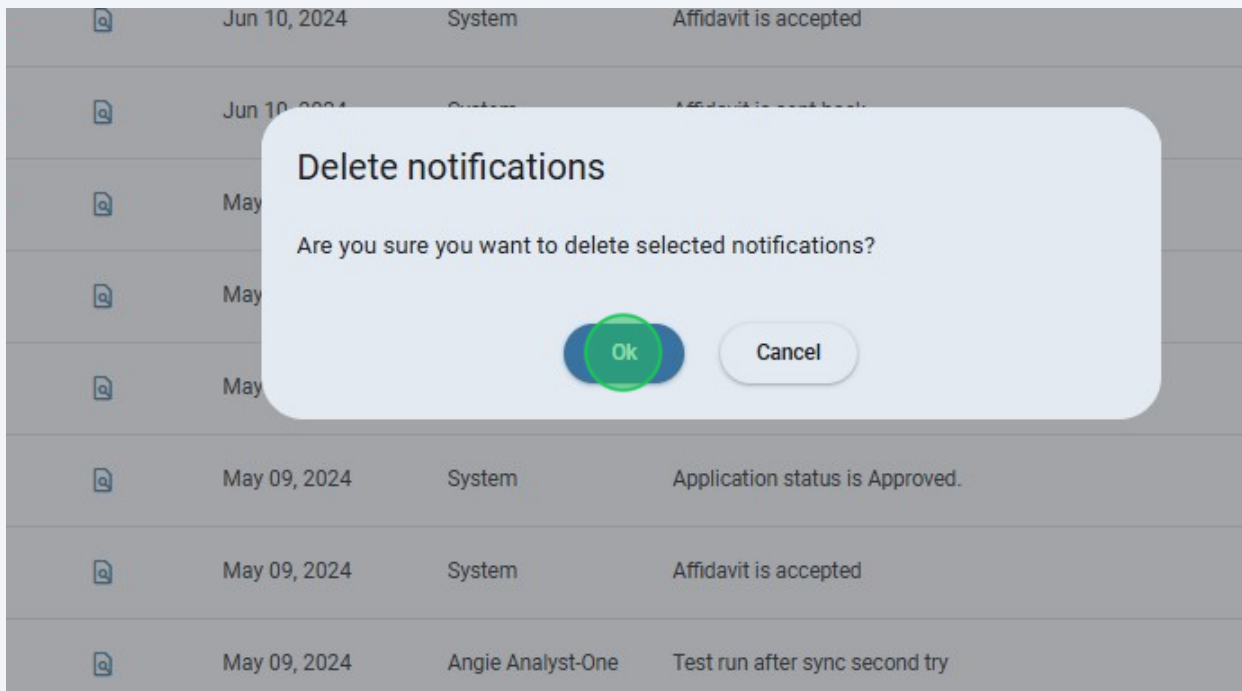
5

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



7

Use the left navigation menu to Return to the 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 a main content area. The main content area is divided into several 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 "Ambulance Driver" with a 100% progress bar. Below this is a "Final review" section.
- My renewals**: A section with the text "No records to show".
- START A NEW APPLICATION**: A large blue button at the bottom of the "My applications" section.
- My supervisors**: A section with a header and a profile picture of a man.
- Important Notifications**: A section with a "View all notifications" button and a "Settings icon" (a green gear icon). Below this is a list of notifications:
  - Monday, June 10, 2024: Application status is Approved.
  - Monday, June 10, 2024: Affidavit is sent back.
  - Thursday, May 9, 2024: [Notification icon]
  - Thursday, June 27, 2024: Checklist item was Approved.
  - Thursday, June 27, 2024: [Notification icon]

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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"/>