



Communication overview

Archived

Article related to version 8.7+

Included in this article

- 1 - Setting your notification preferences
- 2 - Overview of 'Messages'
- 3 - Profile page notification settings

Overview

The communication tool allows you to do the following:

- Set what type of notification you would like to receive from each application
- Send direct messages to other users
- Send mass notifications to groups or users

1 - Setting your notification preferences

Access this area by clicking the cog in the in-system messenger in the navigation bar, or via Applications > Communication > Cog

Your preferences will be displayed:

Messages

1

All types ▾

All words ▾

Search

Reset

 Notifications

2

Default notification method

 None In-system Push Email

3

Email frequency

Send Instantly ▾

4

Auto delete read notifications after

3 months ▾

5

Application	Preference	Notification method	E-mail options	Auto delete
Admin	Use default ▾			Default
Audit Manager	Use default ▾			Default
Blog	Use default ▾			Default
Calendar	Use default ▾			Default

- Search function:** This will search all your notifications for the keyword you input.
- Default notification method:** As standard, all applications will follow the default choice.
- Email frequency:** Receive instant emails from the system, or if preferred, a daily/weekly/monthly digest.
- Auto-delete:** You can set a time limit to how long old/read notifications are stored.
- Items:** You can decide what notifications you would like to receive from each application.

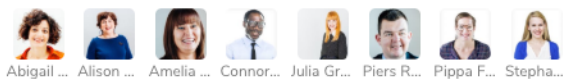
Please click [here](#) for more in-depth information on Communication settings.

2 - What are 'Messages'?

Messages is a direct message tool you can use to communicate with other users on the intranet. It acts as a simplified email system.

To use, simply hit Compose . Once your message is sent, it will be displayed in this conversation style with the included users listed at the top.

- ✉ Messages
- 🔔 Notifications



HR Quarterly Meeting

B *I* U ~~ABC~~ | | | | | | Source

Send

Wednesday, 1 May 2019

HR Quarterly Meeting



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Good thing Alison and I are on the ball with these things Abi! 😊

— Sent by Connor Chapman on 01-05-2019 06:43

Quote 1-May-2019 16:16

No problem, thanks for letting us know Piers!

Quote 1-May-2019 16



Unfortunately I've been double-booked and have another meeting at 2pm @ But my team will be there to represent

Quote 1-May-2019 15:47



Good thing Alison and I are on the ball with these things Abi! 😊

Reminder: You can send messages to multiple users but not to groups or roles.

3 - Profile page notification settings

You can also decide your default notification settings by visiting your profile page under Applications > People

Preferred contact method

Career details

Interests

Date of birth 2

Date started 2

Company car model

Default notification method None In-system Push Email

Twitter

Please note: Administrators can also do this on behalf of the user by navigating to Applications > Admin > People. Users will however be able to change this at any time.

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Tags: communication, email, message, preferences, notification