



## Communication overview

Archived

Article related to version 8.7+

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- 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

The screenshot displays the Claromentis user interface. At the top, there is a search bar with the text "What are you looking for?" and a clock showing "10:10 am". Below the search bar is a navigation bar with links for Home, Company, Department, Forms, Learning, Projects, Bug Tracker, Summer Event, and Books. A notification dropdown menu is open, showing three notifications: "Reminder to complete Getting Started from Learning Management System" (dated 3 Sep 2021 5:00 am), another "Reminder to complete Getting Started from Learning Management System" (dated 2 Sep 2021 5:00 am), and "Calendar Event Reminder: efweffw @ Sep 2021 9:30 am". The background shows the user's profile "Good Morning Claromentis Administrator" and a calendar for September.

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.

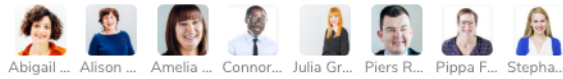
Please click [here](#) for more in-depth information on Communication settings.

## 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** | *I<sub>x</sub>* | Source

Send

Wednesday, 1 May 2019

HR Quarterly Meeting



Alison Kelly

We are superheroes when it comes to rapid reporting 🦸🏻‍♀️🦹🏻‍♂️

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



Piers Ross

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



Connor

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.