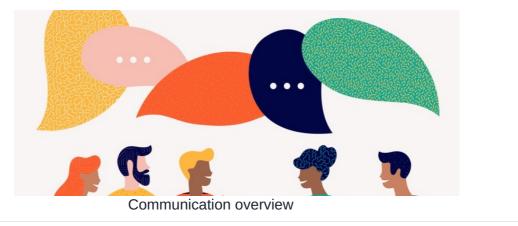
Link to article: https://discover.claromentis.com/knowledgebase/articles/620/communication-overview



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

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Your preferences will be displayed:

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1. Search function: This will search all your notifications for the keyword you input.

- 2. Default notification method: As standard, all applications will follow the default choice.
- 3. Email frequency: Receive instant emails from the system, or if preferred, a daily/weekly/monthly digest.
- 4. Auto-delete: You can set a time limit to how long old/read notifications are stored.
- 5. 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.

Communication / Message	s / Message		🖸 Compose	\$	Ľ	
Messages	Abigail Alison	Amelia Connor Julia Gr Piers R Pippa F Stepha				
Nouncations	HR Quart	erly Meeting				
	В <i>I</i> <u>U</u>					
	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 Abil 😒 — Sent by Connor Chapman on 01-05-2019 06:43				
		Quote 1-May-2019 16:16				
		No problem, thanks for letting us know Piers!			С	
		Quo	te 1-May-2019 16:1	.0	You	
	Piers Ross	Unfortunately I've been double-booked and have another meeting at 2pm \circledast 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!				

3 - Profile page notification settings

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

Preferred contact method	Email 🗘
Career details	I am adaptable, motivated by success, with a strong work ethic. I thrive in a collaborative environment, using leadership, communication and project management skills. I am able to
Interests	leverage strong analytical and strategic thinking skills to deliver
Date of birth 2	23-May-1985
Date started 2	19-May-2007
Company car model 🔒	None 🗘
Default notification method	□ None 🕑 In-system 🧭 Push □ Email
Twitter	
	Update

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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