

How to receive notifications as a digest

Archived

Introduction

The digest feature is a useful tool that will combine all notifications triggered for an application into one list and send one notification about this, rather than sending each individually.

It gives users more control over the frequency of email notifications and is an easy way to obtain an uncluttered inbox.

Users can decide whether to receive digest email notifications instantly, daily, weekly, or monthly.

Please click [here](#) for more information on how to set up the digest feature in notification preferences.

Getting started with digest notifications

Daily digest

Notifications and reminders for new items or tasks in one consolidated daily email. Daily digests are great if you do not want to receive numerous emails instantly, but still want to receive a daily recap from the previous day.

Weekly digest

Depending on your level of involvement, you may wish to use this digest option to stay informed on a weekly basis for more non-frequent items. The weekly digest is scheduled to be sent every Monday.

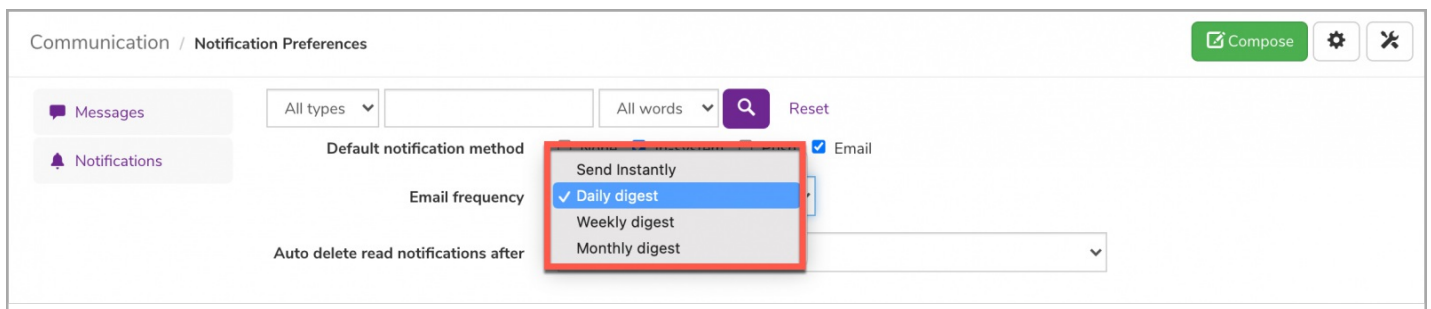
Monthly digest

You can use the monthly summary option for an overall roundup of the month's work and accomplishments. The monthly digest will be automatically sent out every first day of the month.

Please note: By default, all email delivery is set to 7:00 AM.

How to send notifications for digest emails

Now that notification preferences have been configured, you can receive/send notifications for any updates.



Reminder: All users can set their own notification preferences, and admins can also modify notification preferences on behalf of users as well. Please click [here](#) for more information.

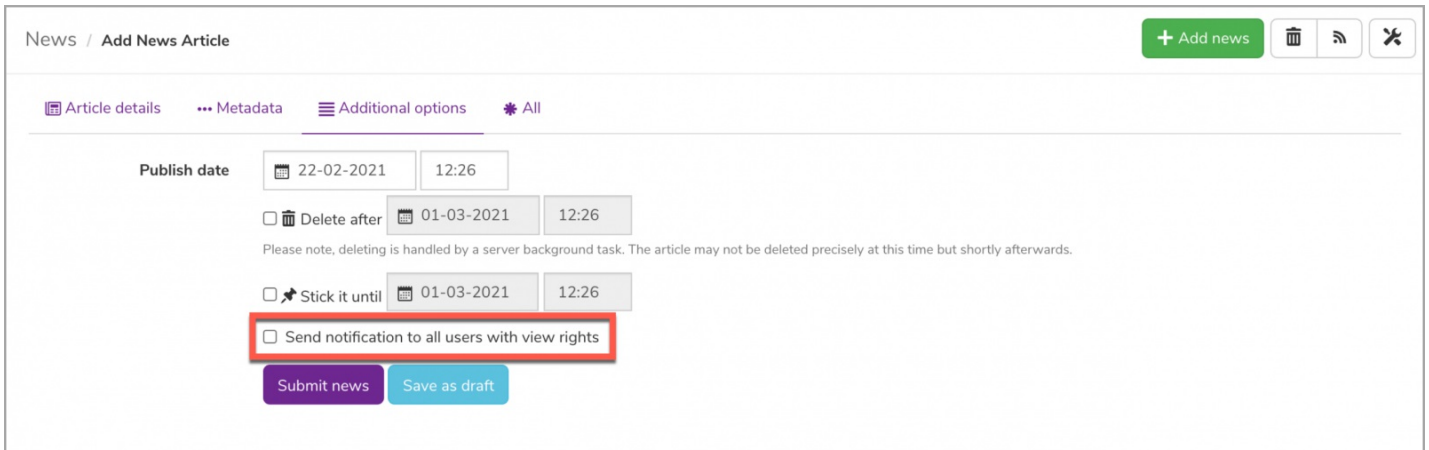
Not all applications will create a notification by default. For News and Documents, you will have to define that a notification should be sent alerting

users to new items. If not, the content will not be included in the digest email notification.

Please note: If you are using the 'digest' type for an application, emails will only be sent if there is content to report from the application it was set for.

News

When creating a news article, the 'send a notification to all users with view rights' will have to be ticked to notify users:



News / Add News Article

+ Add news

Article details Metadata Additional options All

Publish date 22-02-2021 12:26

Delete after 01-03-2021 12:26

Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.

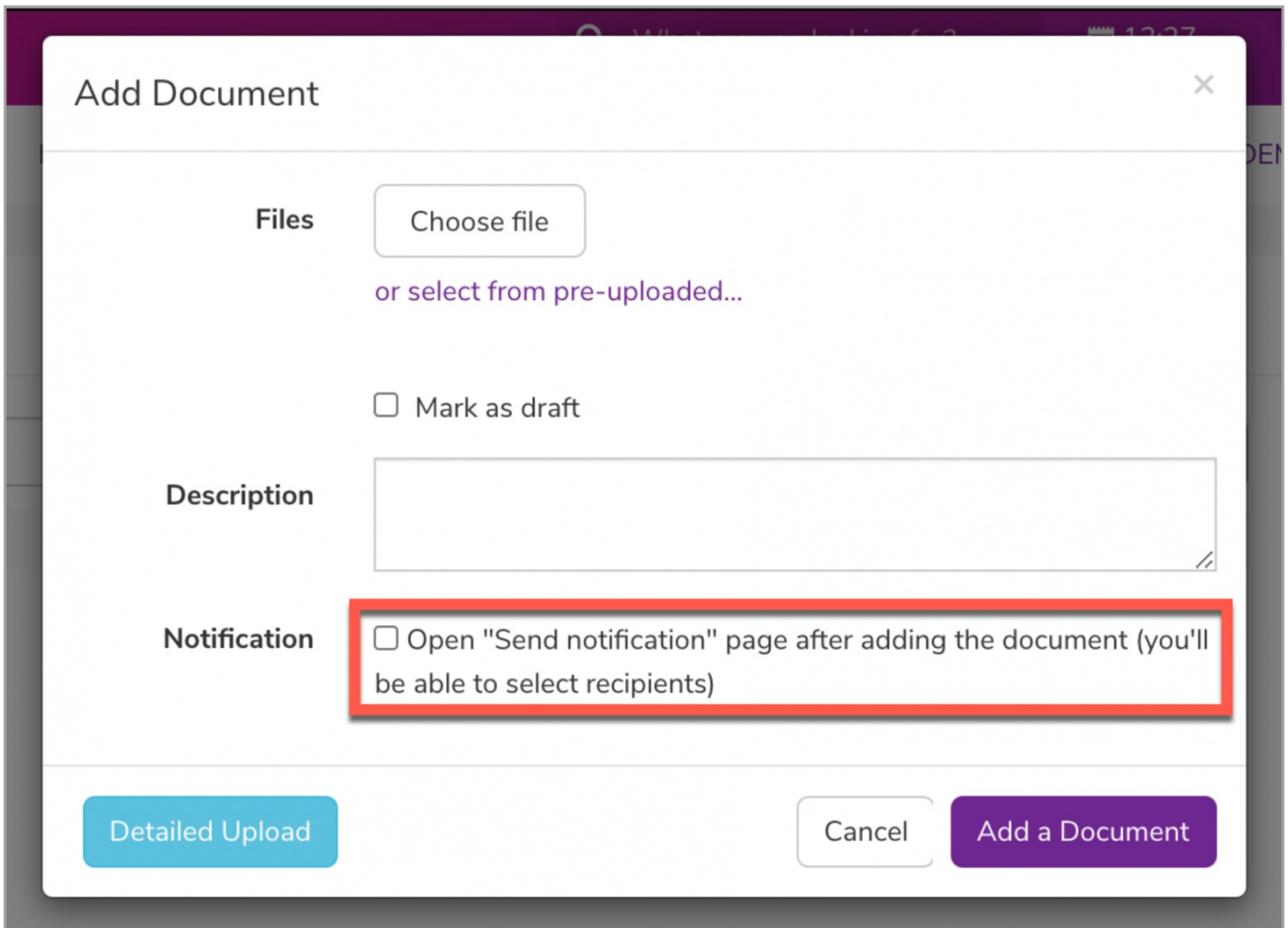
Stick it until 01-03-2021 12:26

Send notification to all users with view rights

Submit news Save as draft

Documents

Documents application follows a similar functionality where a document by default won't send a notification, only when you choose to send one.



Add Document

Files Choose file

or select from pre-uploaded...

Mark as draft

Description

Notification Open "Send notification" page after adding the document (you'll be able to select recipients)

Detailed Upload Cancel Add a Document

Ticking the above option and proceeding with the document upload will take you to a screen where you can define 'All Registered' or specific users will receive the notification. You will also be able to add a message for users to see in the email.

You can also notify users of existing documents by selecting the 'send notification' option from the more options button:

Documents / Test / Test / Sample Document 1.pdf

Sample Document 1.pdf ☆

Download document Check Out

Version 1

Microsoft Word - Sam... 1 / 1 | - 90% +

Document Preview

- Edit properties
- View/edit permissions
- Delete
- Set a reminder
- Start monitoring document
- Notify me when updated
- Send notification
- Send link by email
- View audit log
- Version history

Review Date

Author

Last modified

Claromentis Administrator on 05-05-2021

Owner

Claromentis Administrator Created on 05-05-2021 11:11

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Please note: Authors/content owners (or users who have triggered the notification) will not receive a notification themselves.

Example digest emails

Daily Digest

2 applications have notifications for your attention

Policy Manager

1 notification

Test 2 Stage: Consultation requires your attention.

The following policy has been edited and/or moved to stage: Consultation by Claromentis Administrator and it requires your immediate attention.

Test 2

Created by Claromentis Administrator
Owner Claromentis Administrator
Category: General

Click the following link to view:
https://veronicak-demo.myintranet.com/intranet/policy/view_policy.php?id=15

This stage will be expired on -never-

=====
This email is generated by Policy Manager Application.

E-Learning

8 notifications

Dave Arril has completed Course: Microsoft Excel Beginner

Course Completion.

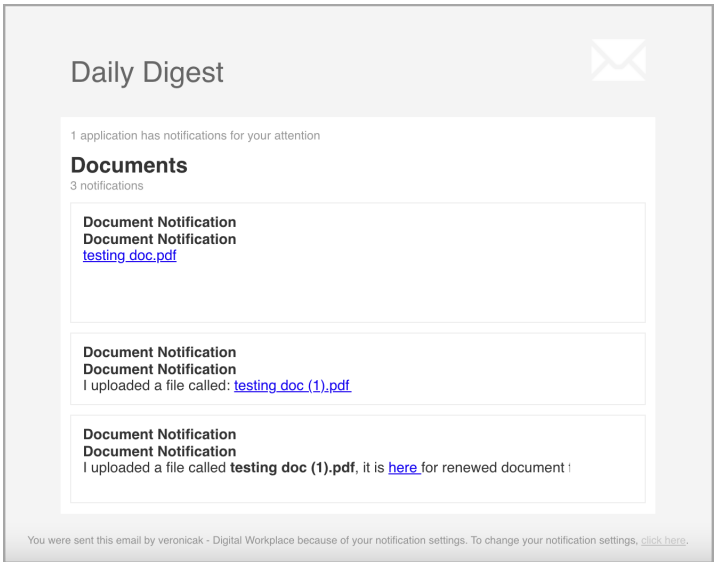
Student Name: Dave Arril
Student Email: dave@claromentis.net
Course Title: Microsoft Excel Beginner

Description: Get Microsoft Office training and gain the skills needed to express your ideas, solve problems and connect with people.

Completion Date: 20-04-2021 05:00

Microsoft Excel Beginner <https://veronicak-demo.myintranet.com/learning/courses/1>

This notification is generated by Learning Management System powered by Claromentis



Exceptions

The following emails from the system are sent through direct method due to the time-sensitive nature and purpose.

Events: Event email invitation.

Announcements: Send emails to targeted users.

Calendar: Event invitation and changes containing *.ics file

InfoCapture Email Notification

Compliance: Compliance Email accessible only from the Admin Panel

Last modified on 19 June 2024 by [Hannah Door](#)

Created on 12 May 2021 by [Veronica Kim](#)

Tags: [communication](#), [notifications](#), [user guide](#), [digest](#), [email](#)