

## 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.

A screenshot of the 'Communication / Notification Preferences' interface. On the left, there are tabs for 'Messages' and 'Notifications'. The 'Notifications' tab is active. In the center, there are sections for 'Default notification method' (set to 'Email'), 'Email frequency' (with a dropdown menu open showing 'Send Instantly', 'Daily digest' (selected with a blue checkmark), 'Weekly digest', and 'Monthly digest'), and 'Auto delete read notifications after'. On the right, there are buttons for 'Compose', a settings gear, and a close 'X' icon. A search bar with 'All types' and 'All words' dropdowns, a search icon, and a 'Reset' button is also visible.

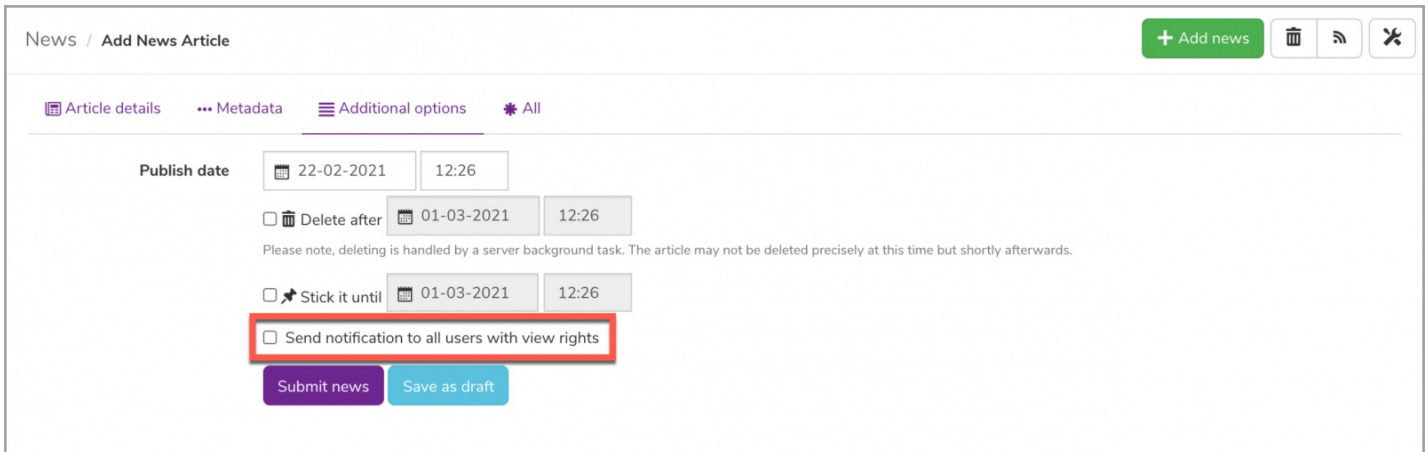
**Reminder:** All users can set their own notification preferences, and admins can also modify notification preferences on behalf of users as well. Please click [here](#) for more information.

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

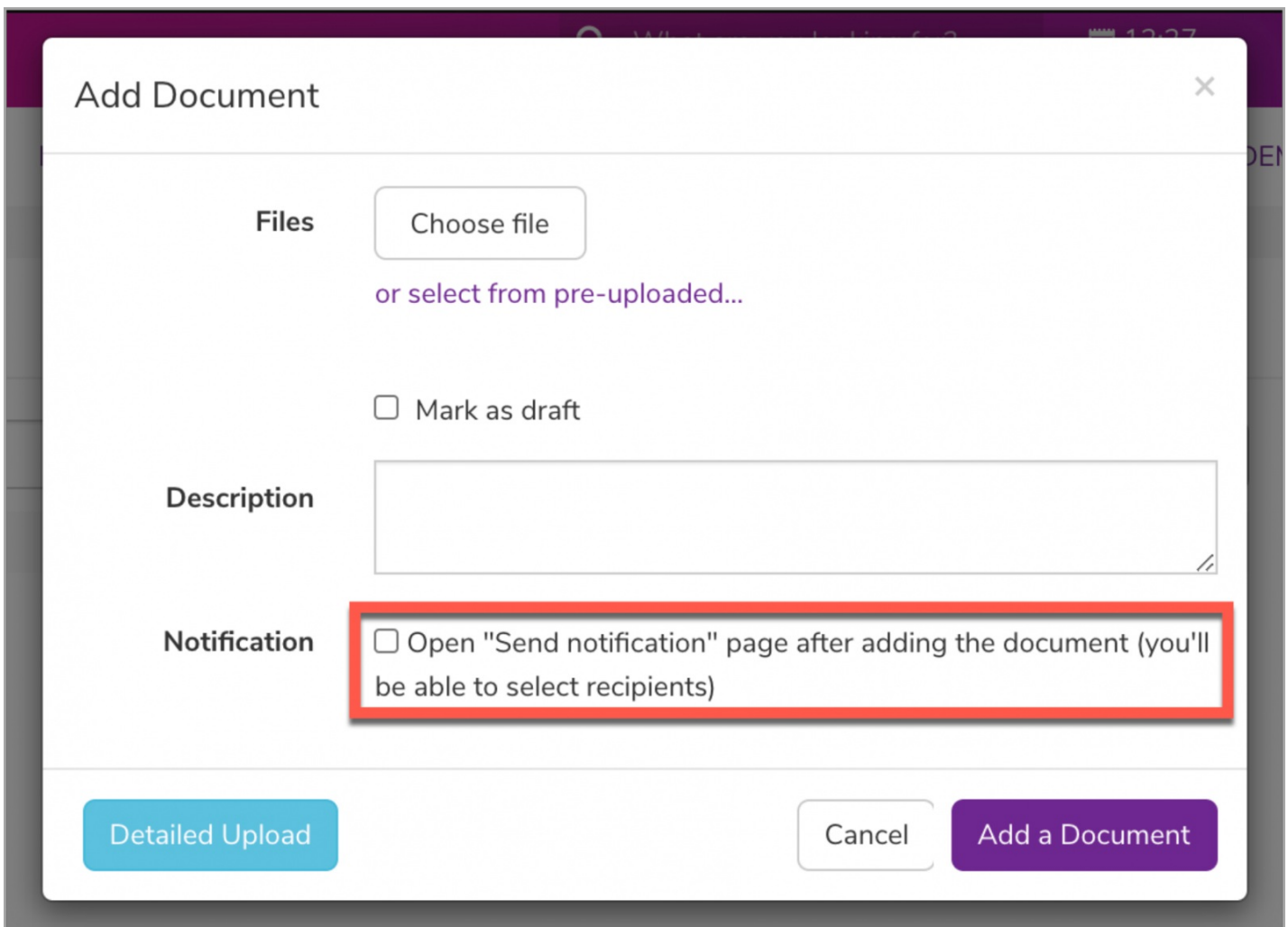
When creating a news article, the 'send a notification to all users with view rights' will have to be ticked to notify users:



The screenshot shows the 'Add News Article' form. At the top, there's a breadcrumb 'News / Add News Article' and a '+ Add news' button. Below are tabs for 'Article details', 'Metadata', 'Additional options', and 'All'. The 'Article details' tab is active. It contains fields for 'Publish date' (22-02-2021, 12:26), 'Delete after' (01-03-2021, 12:26), and 'Stick it until' (01-03-2021, 12:26). A note states: 'Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.' The checkbox 'Send notification to all users with view rights' is highlighted with a red box. At the bottom are 'Submit news' and 'Save as draft' buttons.

## Documents

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

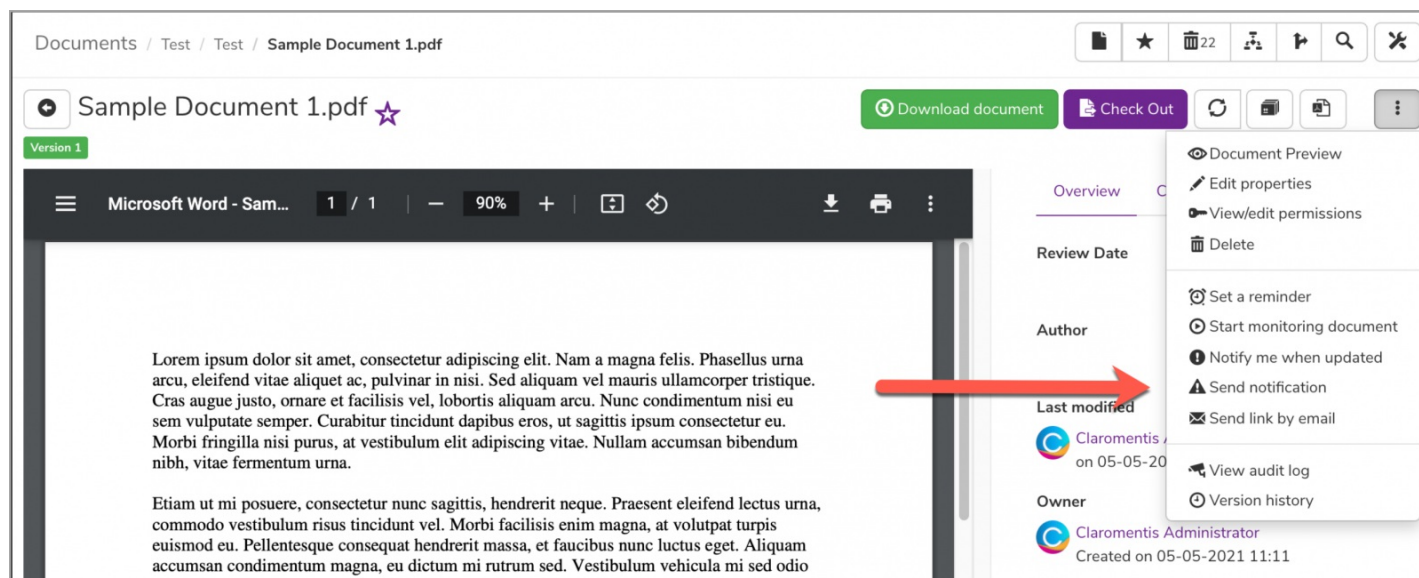


The screenshot shows the 'Add Document' modal. It has a title bar with a close button. The 'Files' section has a 'Choose file' button and the text 'or select from pre-uploaded...'. There's a 'Mark as draft' checkbox. The 'Description' section has a text area. The 'Notification' section has a checkbox 'Open "Send notification" page after adding the document (you'll be able to select recipients)' which is highlighted with a red box. At the bottom are 'Detailed Upload', 'Cancel', and 'Add a Document' buttons.

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

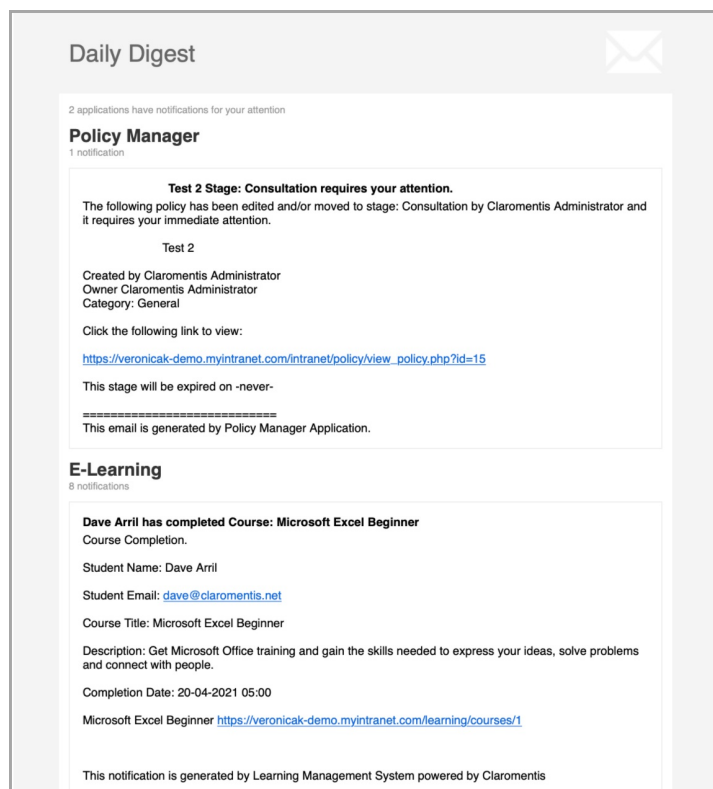
will receive the notification. You will also be able to add a message for users to see in the email.

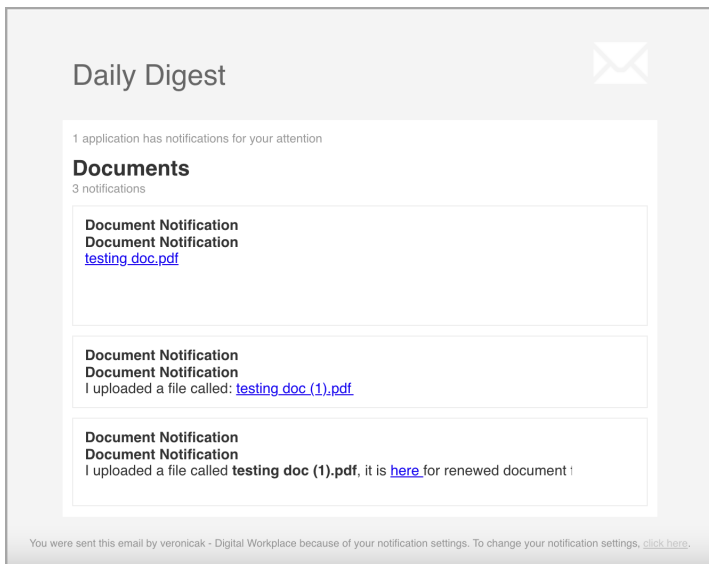
You can also notify users of existing documents by selecting the 'send notification' option from the more options button:



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

## Example digest emails





## 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

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