



## Digest Notifications

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A digest notification pools all those triggered across applications into one message, rather than sending each message individually.

Digests are received after a certain time period (in comparison to notifications sent immediately) and can be set to trigger daily, weekly, or monthly.

This gives users control over the frequency of notifications sent from the Intranet and maintains a clear overview of messages from applications important to them.

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### When to use Digest notifications?

The optimal notification frequency will vary between users and should be custom curated across applications to meet their needs the best.

Digests can be set overall for all Intranet notifications, but this is only recommended if the user understands the impact this has (and how to change it if required)

We recommend instead each end user assess which applications are crucial to them vs those they only use infrequently or care about in a different capacity so it is fine to receive latent notifications about e.g. social matters vs work

This assessment can be used to custom curate choices per application to ensure they are only immediately notified about the crucial applications and less frequently (or not at all) for anything else.

**Please note:** Notifications from Infocapture, Events, Announcements, Calendar and Compliance are not available as a digest due to their nature, they will always be sent instantly.

### Which frequency?

After assessing which applications do not need frequent notifications, consider which frequency would suit each and your preferences best from the below.

By default, the system will check for and trigger digest emails at 7:00 AM every day.

(If there is no content within the application to be notified about, the digest will not be sent)

### - Daily

Any triggers in chosen applications will be pooled in an email sent once per day (at 7.00 AM)

Daily digests avoid numerous notifications from the same application in the day and offer this as a recap of the previous day instead.

### - Weekly

Scheduled to be sent every Monday.

Stay informed weekly, works best for non-critical Intranet items that do not require immediate action.

### - Monthly

Scheduled for the 1st of every month.

Works best as an overall roundup of the month's work and accomplishments, so not items that require daily updates.

## How to set up the digests?

Once the applications you want to use digest with have been identified as well as the appropriate frequency for them, this can be configured in [user notification preferences](#).

Users set their preferences and can change them at any time from this area.

As notifications are such an important part of the Intranet we encourage Intranet management teams to educate their user base on this area and how to make changes to it.

Users can edit their preferences at any time, but in case of any issues [Application administrators](#) of Communication can use the [reset facility](#) to do so on behalf of users to troubleshoot.

In the example below the user has utilised a blend of digest notifications and frequencies across applications to suit their needs, especially in comparison to other applications using their default which is an instant email per action:

Communication > Notification Preferences

All types  All words

Default notification method  None  In-system  Email

Email Frequency

Auto delete read notifications after

Application	Preference	Notification method	E-mail options	Auto delete read notifications after
Admin	Use default			Default
Audit Manager	Use default			Default
Badges	Custom	<input type="checkbox"/> None <input type="checkbox"/> In-system <input checked="" type="checkbox"/> Email	Monthly digest	Default
Blog	Custom	<input type="checkbox"/> None <input type="checkbox"/> In-system <input checked="" type="checkbox"/> Email	Daily digest	Default
Calendar	Use default			Default
Comments	Use default			Default
Discuss	Custom	<input type="checkbox"/> None <input type="checkbox"/> In-system <input checked="" type="checkbox"/> Email	Daily digest	Default
Documents	Use default			Default
E-Learning	Custom	<input type="checkbox"/> None <input type="checkbox"/> In-system <input checked="" type="checkbox"/> Email	Weekly digest	Default
Events	Use default			Default
Expenses	Use default			Default

## Example digest emails

Digests will only be sent if there were notifications triggered for that application, nothing will be received if no actions occurred.

Similarly, if a notification was not triggered, it will not appear listed in the digest.

We have lists of all possible notifications and the actions required to trigger them [here](#).

# 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](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](mailto: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

# Daily Digest



1 application has notifications for your attention

## Documents

3 notifications

Document Notification  
Document Notification  
[testing\\_doc.pdf](#)

Document Notification  
Document Notification  
I uploaded a file called: [testing\\_doc \(1\).pdf](#)

Document Notification  
Document Notification  
I uploaded a file called **testing doc (1).pdf**, it is [here](#) for renewed document i

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