

Customer Member

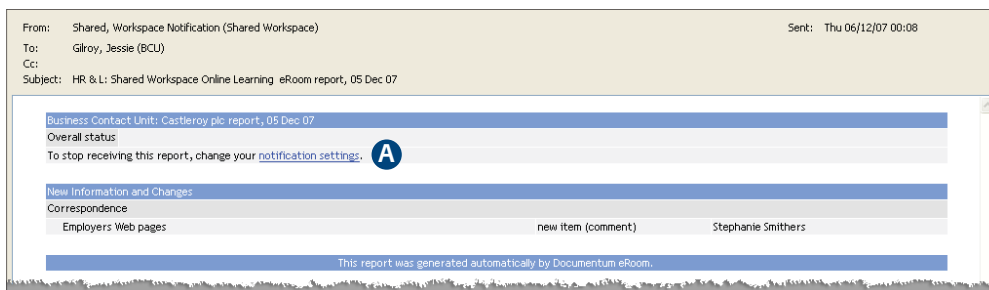
Setting up and receiving notifications

Room level

The default setting for notifications is set to receive **nightly notification** of **all** changes in a Room in HTML format. Overnight notifications are automatically set when you become an active member of a Room.

To change the **notification settings** either

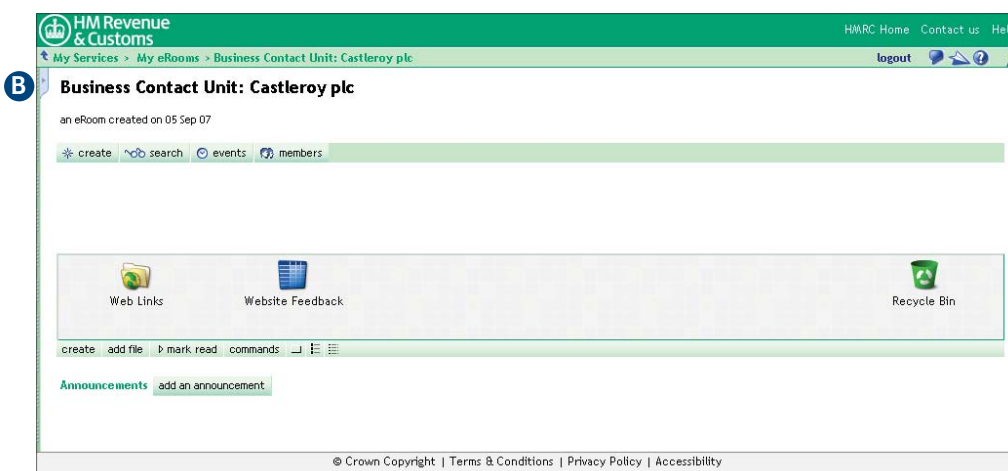
- 1 select the **link** (A) in the notification email.



A notification settings link

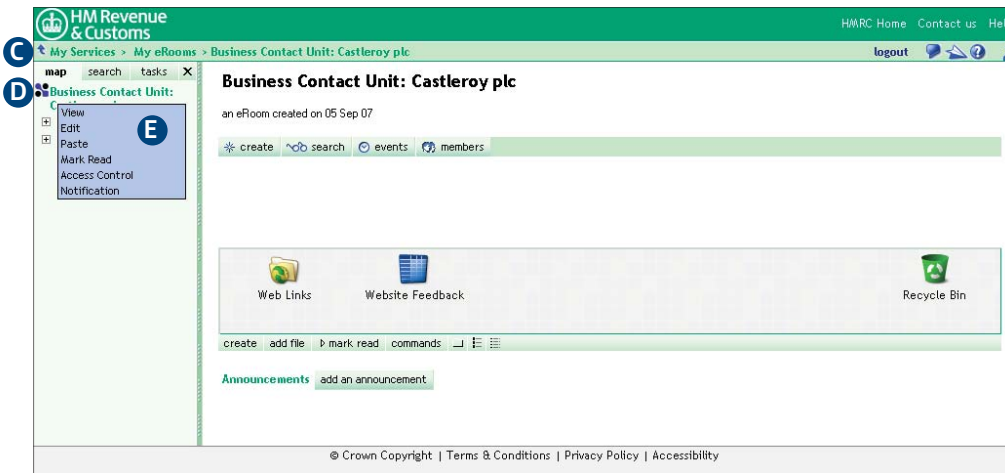
or

- 2 navigate to the appropriate Room.
- 3 Select the small tab (B).



B small tab

- 4 Select **map** (C).
- 5 Right click on the **Shared Workspace icon** (D).
- 6 Select **Notification** (E).



- C** map tab
- D** Shared Workspace icon
- E** pop-up menu

6a To receive no nightly notifications for a Room.

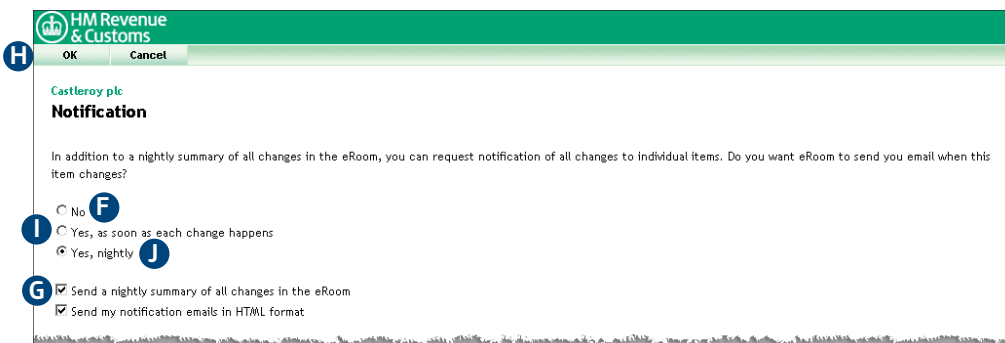
- i Select **No** (F).
- ii Uncheck **Send a nightly summary of all changes in the eRoom** (G).
- iii Select **OK** (H).

6b To receive notifications as soon as changes are made to an item or file.

- i Select **Yes, as soon as each change happens** (I).
- ii Select **OK** (H).

6c To receive nightly notifications of changes to items and files.

- i Select **Yes, nightly** (J).
- ii Select **OK** (H).



- F** No radio button
- G** Send a nightly summary of all changes in the eRoom check box
- H** OK button
- I** Yes, as soon as each change happens radio button
- J** Yes, nightly radio button

Item level

- 7 Navigate to the appropriate file or item.
- 8 Check the **checkbox** alongside the required item (K).
- 9 Select **notification** (L).



Website Feedback

a database created by Site Admin on 05 Sep 07

Website sections	HMRC contact	Castleroy plc contact	Request Sent	Feedback submitted	Feedback reviewed
<input checked="" type="checkbox"/> Businesses & Corporations	Jessie Gilroy	Thomas Adamson	20 Sep 2007	12 Oct 07	
<input type="checkbox"/> Employers	Stephanie Smithers	Neil Crosby	17 Sep 07	19 Sep 07	
<input type="checkbox"/> Individuals & Employees	Andy Cheung	Karen Elliot	10 Sep 07	13 Sep 07	19 Sep 07
<input type="checkbox"/> Online Services	James Ascroft	Wilma French	14 Sep 07	18 Sep 07	

new entry print view close access notification export import
select all cut copy copy link paste de mark read mark unread

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- K** item checkbox
- L** notification button

Selecting the radio buttons and check buttons determines which automatic notifications you will receive.

- **No** – No automatic notifications will be issued.
- **Yes, as soon as each change happens** – when **anything** is changed in the Room, an immediate automatic notification is issued for each change. For example, if five changes are made, five separate notifications are issued.
- **Yes, nightly** – one automatic notification is issued summarising any changes to a selected item or file.
- **Send a nightly summary of all changes in the eRoom** – one automatic notification is issued summarising all the changes for the entire Room.
- **Send my notification emails in HTML format** – by selecting this checkbox a fully formatted email is sent via Outlook.