TRACELINK UNIVERSITY

Manage notifications

Apps send notifications when specific events happen, and you receive these notifications within the OPUS user experience in the Notifications panel. The notifications might prompt you to link out to the object that prompted the notification.

Enable notifications

Enable events within OPUS solutions to send you notifications.

Enable notifications for OPUS solutions

Enable events within OPUS solutions to send you notifications.

1. Select the correct company from the TraceLink Account menu if you have access to multiple companies.
2. Expand the TraceLink Account menu in the header.
3. Select Settings.
4. From the left side menu, select OPUS Notifications.
   The Search Notifications Settings screen appears.
5. Select the Filter button.
6. In the Filters push panel, fill in the following field:
   - Application Name drop-down – The name of the app for which you want to configure the notification settings.

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7. Select Apply.
8. From the results list, select the hyperlink in the **Application** column that corresponds to the desired application.
   The Notification Settings Details screen appears.
9. Select Edit.
10. In the **General** section, set the Allow Notifications switch to Yes.
    Setting the Allow Notifications switch to No, disables all in-app and email notifications. No notifications are sent.
11. In the **Event Notifications Preferences** section, select the desired event for which you want to configure notification settings.
    i. Select the Edit icon.
    ii. In the Edit Preference push panel, fill in the following fields:
        - In-app Notifications switch – Set to On to receive notifications inside the OPUS Web UI.
        - Email Notifications switch – Set to On to receive the email notifications.

    To reveive email notifications, the In-App Notification switch must be set to On. If it is off, no notifications are sent even if email notifications are enabled.
12. Select Apply.
13. Select Save.
    The notifications settings are saved, and you begin receiving **notifications** for the events.

Enable notifications for Track & Trace Services solutions

Enable events within Track & Trace Services solutions to send you notifications.

1. Expand the TraceLink Account menu in the header.
2. Select Settings.
3. Select Classic Notifications.

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4. Select the Track & Trace Services app to set notifications for from the landing page.

   Begin working in the Settings user experience, which displays in the content area below the header. See the Track & Trace Services *Application Setting Online Help* for more information.

View notifications

Notifications contain brief messages informing you of certain events within apps (e.g. a new incident is added for a product you follow in Supply Chain Work Management, the file you requested is ready for download).

View notifications

1. Select the Notifications icon in the header.

   The notifications display in the Notifications panel. When the Notifications panel is closed, all notifications are marked as read and the count on the Notifications icon is removed.

Related Content

Create and manage dashboards

Dashboards are used to bring together data from one or more reports into a single, consolidated view.
View More

Manage datasets

Dataset contains the results of a single scheduled report run.
View More

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Create and manage query objects

A Query Object is a critical component in OPUS Reports and Dashboards (ORD) that defines how data is retrieved from the underlying database.

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Create and manage reports

Reports are used to present data from a query object in a structured, interactive format for analysis.

View More

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