Notifications

The Notification page allows users to stay up to date with the most recent changes in folders and users' accessibility to them. Notifications are triggered when folder permissions change for users within an account.

Special Considerations

The following actions create messages on the Notifications page:

- losing visibility to a folder which contains projects that a user has access to.
- gaining access to see a folder a user was previously unable to see.
- Team Managers receive notifications for all changes they did not make within a folder
- Admins receive notifications for all changes they did not make within a folder.

The Notifications center for the platform is displayed by a bell in the top right corner of the dashboard to the left of the **Help** dropdown:

Alchemer	Projects						
Projects							Help
🔀 Design Library 🗸	Create a Survey	>	= =		Columns -	Filter - Search	Q
Research Library 🗸	All Surveys	4		Name	Responses	Date Last Edited 🗸	
🖓 Integrations 🗸	② Recent	4		Employee and workplace happiness	0	Nov 4, 2020 1:21 pm	I.
{ô} Account 👻	Customer Stories	1	□ ☆	Customer Experience	1	Oct 7, 2020 1:57 pm	1
Support Center	û Trash			2020 Polling	View	Oct 5, 2020 1:55 pm	÷
	Archived New Folder		□ ☆	Quarterly assessment	0	Oct 5, 2020 11:48 am	1
↓ Security	Litt Survey Quotas		* Downie	ad Survey List			
G			La Down				
							© 2020 Alchemer All rights reserved. APP-3693 @ 1668c60

Clicking the bell icon brings users to the notifications center:

ccount > Notifications					
				🜲 Help	
1 Unread Notification	Sort By - Search		Q		
Message	Date 🗸	Status	:		
The following Design and the first term Trans (the Context Constant)	No. 4 2020 2 10				

Here the Notifications page displays the amount of notifications that are unread in the account, and highlights messages in a light green while also displaying an unopened envelope under the status column.

When a notification has been read, the envelope changes to *opened*, and the specific notification changes to a *white* background:

Unread Notifications	Sort By -	Search	Q
Message	Date 🗸	Status	:
The folder Human Resources was added to the team Team 1 by Custom Success.	Nov 4, 2020 2:18 pm		1

Selecting the vertical ellipsis to the far right of a specific notification allows one to mark a notification as **read**, **unread**, or **deleted** depending on if the message is opened or not.

The vertical ellipsis at the top to the right of **Status** allows users to globally mark all notifications as **Read**, as well as an option to bulk delete all notifications on the page:

Alchemer	Account > Notifications	A Help
Projects	2 Unread Notifications Sort By - Search Q	
Audience	Message Date 🗸 Status i	
Research Library -	The folder Marketing was added to the team Team 1 by Custom Success. Nov 4, 2020 3:49 pm 🖂 🚦	
C Integrations -	The folder Engineering was added to the team Team 1 by Custom Success. Nov 4, 2020 3:49 pm 🖂 🚦	
දිබු Account 🔺	The folder Human Resources was added to the team Team 1 by Custom Success. Nov 4, 2020 2:18 pm	
Summary	Show Deleted Notifications	
Settings		

Clicking each option on the top **toolbar** *(Message, Date, Status)* sorts notifications top or bottom down depending on which option is clicked.

Sorting is also accomplished by selecting the **Sort By** dropdown menu to the left of the **search bar**. At the bottom of the notifications page, navigate through the pages of notifications by clicking the arrows or the specific page one would like to see.

Click Show Deleted Notifications to view notifications that have been marked as Deleted:

The folder TESTS was added to the team Team 1 by SSO User .	Jul 1, 2020 12:49 pm		I	
The Show Deleted Notifications				

When on the **Deleted Notifications** page, users can view all notifications that were marked as deleted.

If a notification needs further review, select the **vertical Ellipsis** to the right of the status icon of a *trash bin*, and choose the **Move to Inbox** option:

Deleted Notifications	Sort By 🗸	Search Q
Message	Date 🗸	Status
The folder Marketing was added to the team Team 1 by Custom Success.	Nov 4, 2020 3:49 pm	Move to Inbox
Gack to Inbox		

Click Back to Inbox to navigate back to the notifications home screen.

Once all notifications have been opened or read, the dropdown displayed when clicking the **bell** icon shows a message letting users know all messages have been reviewed:

Account > Notifications					M
	0 Unread Notifications		Notifications You're all caught up!	1	
	Message	Date	See all notifications		
	The folder Marketing was added to the team Team 1 by Custom Success.	Nov 4,	2020 3:49 pm 🖂 🔋		

Special Considerations:

- When a user loses visibility to a folder that contains a survey they have been provisioned access to via User Management settings, the project is displayed under the All Surveys view of the dashboard.
- Account Administrators receive notifications for all changes that they did **not** make.

Related Articles