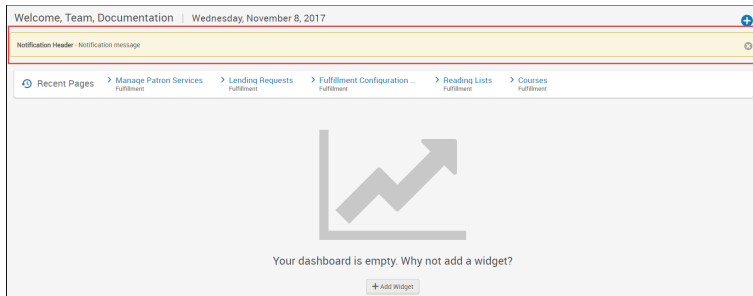


Configuring Institution Notifications

To configure institution notifications, you must have the following role:

- General System Administrator

You can configure notifications that appear for all users in your institution. These notifications appear within the date/hour range you define, and they appear until they are dismissed by each user.



Institution Notifications

Note

For general, non-time restricted information and messages, consider using the home page notification widget.

You configure institution notifications on the Institution Notifications mapping table ([Configuration Menu > General > General Configuration > Institution Notifications](#)).

Enabled	Notification #	Start date	Start hour	End date	End hour	Header	Message	Updated by	Last Updated
<input checked="" type="checkbox"/>	1	2017/11/08	12:00	2017/11/29	12:00	Notification Header	Notification messa	DocTeam	2017/11/08
<input checked="" type="checkbox"/>	2	2017/11/08	12:00	2017/11/29	12:00	Notification Header	Notification messa	DocTeam	2017/11/08

Institution Notifications Mapping Table

For each notification, configure the following fields:

- **Notification #** - Must be unique among notifications currently defined on this page.
- **Start date / End date** - The start and end date for the notification to appear. Note that the notification will not appear after a user has dismissed it.
- **Start hour / End hour** - The start hour (on the start date) and the end hour (on the end date) for the message to appear. Enter a value as h.h : mm in 24 hour notation.
- **Header** - A bold prefix for the message, if any. Up to 512 char.
- **Message** - The message, up to 1024 char.

Select **Configure** or **Save** when you are done. To delete a notification, select **Delete** in the row action list.