
Real-Time Notifications

Real-Time Notifications is an opt-in, system-level interface that displays items requiring your attention such as manual jobs. Users who opt-in can receive a pop-up and/or email when exporting files, manual jobs, etc., are completed. All such notifications are accessible through the notification icon (



) on the top menu bar.

Note

For Rialto, notifications appear when orders are cancelled, rejected, require intervention, etc. Users will also see the message (with actionable links) in the **Real-Time Notifications** panel. For a walk through on viewing and managing user notifications, watch [User Notifications](#) (2:00 min).

The Notifications Panel

The **Real-Time Notifications** list is a helpful way to view notifications requiring your attention for the last month. After one month, all notifications are deleted. The order of the notifications is from the most recent and down, by time and date.

To open the Real-Time Notifications panel:

- To open the **Real-Time Notifications** panel, select the



icon on the persistent menu bar in the interface. The system checks for changes to your tasks every few minutes, and if new changes exist, a counter is displayed on the icon -



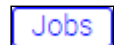
- To have the panel constantly displayed, pin it to the screen by selecting the



icon.

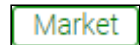
Note

Alma and Esporo real-time notifications for jobs are indicated with the Jobs tag (



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Rialto real-time notifications are indicated with the Market tag (

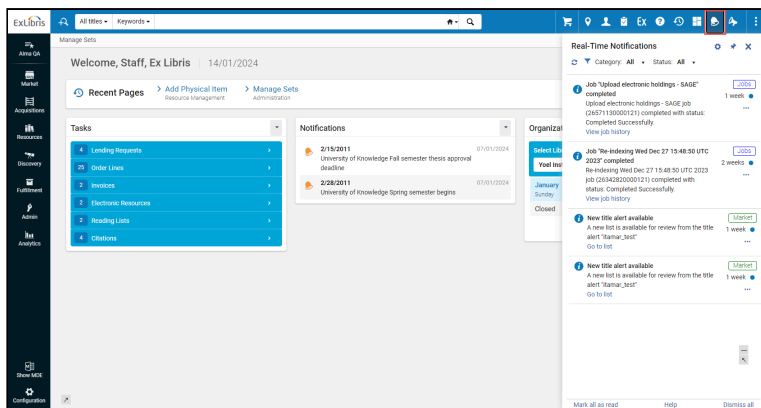


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Analytics real-time notifications are indicated with the Analytics tag (

Analytics

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Pinned notification panel

Configuring the Notifications

You control which notifications you receive and do not receive. These selections can be made and configured at any moment. You can opt to receive notifications to your email box, or see them as pop-up messages. All notifications are present within the panel.

To configure notifications:

1. Click the

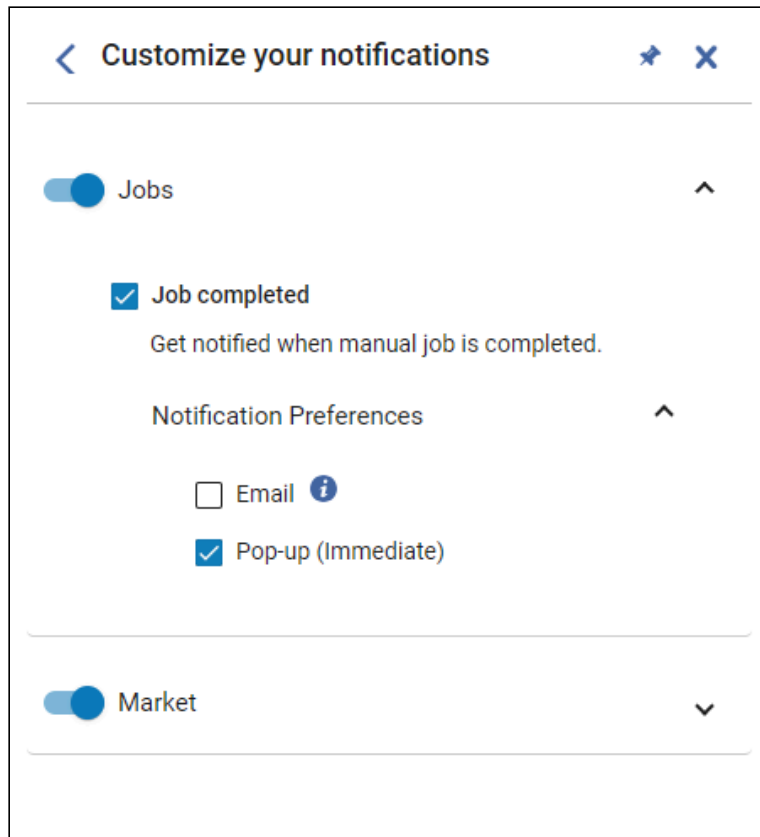


icon on the persistent menu bar.

2. Click the

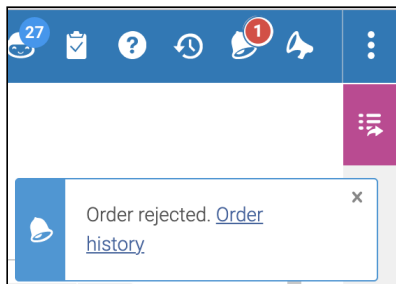


icon to open the configuration section of the **Real-Time Notifications** panel.

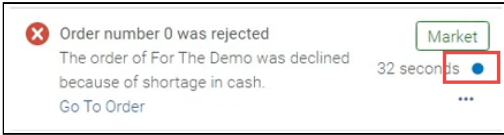


Notifications - Configuration Screen

3. To enable notifications of a certain category (for example Jobs or Market), toggle on the control. Within each category you can also configure sending of notifications via email. The notification categories are listed below:
 - **Analytics** – Configure notifications for when an administrator shares a report, dashboard, or DV workbook with you.
 - **Cataloging** – Configure notifications for cataloging, such as for the AI Metadata Assistant (for example when the AI Metadata Assistant draft is ready to work on in the MD Editor).
 - **Export** – Configure notifications for exported files.
 - **Jobs** – Notify when manual jobs are completed. The default is to notify with a pop up message.
 - **Market** – Configure notifications for the Rialto system.
4. To enable specific notification types within the category (for example, notifications on the creation of new PO lines), select the relevant checkbox.
5. To opt in to receive notifications to your email box, click **Notification Preferences**, and then select the **Email** checkbox.
 Emails are sent to the address defined as your *Primary* email address. The administrator needs to make sure that the email address is in the email allowed list in the system.
 The letter that is sent is 'User Notifications (New Gen)', see [Configuring Alma Letters](#). Please note when configuring this letter that edits will apply to all notifications sent.
6. To opt in to receive notifications as pop-up messages, click **Notification Preferences**, and then select the **Pop-up (immediate)** checkbox. Example of a popup notification:



Working with Notifications

To:	Do:
Change the state from Unread to Read	<ul style="list-style-type: none"> • Blue dot - Unread • No dot - Read  <ul style="list-style-type: none"> • To mark a notification as read, click the "..." button and select 'Mark as Read'. • To mark all notifications as read, select the "Mark all as read" option on the bottom bar.
Dismiss notifications	<p>A dismissed notification is deleted immediately and cannot be restored.</p> <ul style="list-style-type: none"> • To dismiss a notification, click the "..." button and select 'Dismiss'. • To dismiss all notifications in the panel, select the "Dismiss all" option on the bottom bar.
Filter notifications	<p>You can filter notifications by:</p> <ul style="list-style-type: none"> • Category - Select a category to display only notifications belonging to this category (Jobs, Market, or All). • Status - Select a status to display only notifications of this status (success, warning, information, failed).
Jump to the item	Select the Go To link. This opens the relevant item in Alma / Rialto.
Block notifications of a certain type	<p>If you are not interested in receiving notifications of a certain type (for example, notifications on the creation on new PO lines), you can block them.</p> <ul style="list-style-type: none"> • To block, click the "..." button and select 'Deactivate Type' • To re-activate these notifications, go the the Notifications Configuration (see below).

Currently Available Notifications

The following notifications are available:

Real-Time Notification	Available for	Description

Job "[Name]" completed	All users	Get notified when an Alma manual job (not a scheduled job) is completed.
Administrator shared a new report with user	All users	Notification that an administrator shared a report, dashboard, or data visualization workbook with you.
Add list to cart completed	All Rialto Users	Get notified when adding to cart from list has been completed.
Unable to close linked Borrowing Request	Rialto Purchasers	Get notified when requesting to close a linked borrowing request upon checkout but it is not possible due to it's status.
Limited fund balance for selection plan rule(s)	Rialto Administrators	Get notified when selection plan rule has an insufficient fund
An institution opted out of Partner Holdings	Rialto Administrators	Get notified when a partner has opted out of Partner Holdings.
File upload finished successfully	Rialto users	Get notified when file upload to list finished successfully.
File upload failed	Rialto users	Get notified when file upload to list has failed.
File upload aborted	Rialto users	Get notified when file upload to list has been aborted.
Titles Created	Rialto users	Get notified when a title alert generates a new list for review.
Order Requires Review	Rialto Purchasers/ Approvers	Notification about orders that requires review.
Order Cancelled	Rialto Purchasers/ Approvers	Notification for when an order has been cancelled.
Order Canceled Ebook Not Available	Rialto Purchasers/ Approvers	Get notified when an order is canceled due to ebook not available.
Order Rejected	Rialto Selectors	Get notified when an order has been rejected by approval staff.
Request Order Cancellation Rejected	Rialto Purchasers/ Approvers	Get notified when an order cancellation request is rejected.
EBA Smart Selection completed	Rialto Administrators	Get notified when a smart selection has been completed successfully.
EBA plan end soon	Rialto Administrators	Get notified when an EBA plan is approaching it's end date.
Ended EBA plan awaiting title selection	Rialto Administrators	Get notified when an EBA plan is closed and awaiting title selection.
EBA job failed	Rialto Administrators	Get notified when the EBA job has failed.
EBA purchase complete	Rialto Administrators	Get notified when an EBA purchase process has been completed successfully.
Title now available	Rialto users	Receive a notification when a title on a list you own (or that has been shared with you) has changed availability status from Not Yet Published to Available .
New Titles Awaiting Approval	Rialto Purchasers/ Approvers	Receive a notification when titles are submitted by selection staff for approval.
Tag user in a comment	Rialto users	This allows you to receive a notification if another user has tagged you in a comment in a list.

