

# Section 12

## Notifications

[Notification Settings](#)  
[Manage Notifications](#)



&lt; Favorites

C

Grid Layout: Favorites

Access to My Settings

1

My Settings

My Profile

Install Sync

Logout

Favorites

Drag a column and drop it here to group by that column

<input type="checkbox"/>	Type	Lock	Menu	Record ID	Internal ID	Title		Author Activity	Workflow	Subfiles	Where Used	Tree	Chatter F			
<input type="checkbox"/>				<a href="#">2924341</a>	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	Controlled	<a href="#">1.2.0.0</a>	3D CADD C/S/A	1	0 of 1	0	0	0	0
<input type="checkbox"/>				<a href="#">2924340</a>	TPLT-0000004	Admin UG	Released	Controlled	<a href="#">1.0.0.0</a>	Template	0	0	0	0	0	0
<input type="checkbox"/>				<a href="#">2924338</a>	AREP-0000012	WhereUsedResultSet - COPY(2)	In Work	Controlled	<a href="#">0.2.0.0</a>	Aero Report	1	0	0	0	0	0
<input type="checkbox"/>				<a href="#">2924336</a>	AREP-0000012	WhereUsedResultSet	In Work	Controlled	<a href="#">0.1.0.0</a>	Aero Report	1	0 of 3	0	0	0	0
<input type="checkbox"/>				<a href="#">2924333</a>	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	Controlled	<a href="#">1.1.0.0</a>	3D CADD C/S/A	1	0 of 1	0	1	2	0
<input type="checkbox"/>				<a href="#">2924310</a>	DWG-PROC-0000003	Block Flow Diagram (BFD) - COPY	In Work	Controlled	<a href="#">0.1.0.0</a>	Block Flow Diagram	1	0	0	0	0	0
<input type="checkbox"/>				<a href="#">2924311</a>	AREP-0000007	WhereUsedResultSet - COPY(2)	Merged	Controlled	<a href="#">0.1.0.0</a>	Aero Report	1	0	0	0	0	0
<input type="checkbox"/>				<a href="#">2924275</a>	AREP-0000005	WhereUsedResultSet	Merged	Controlled	<a href="#">0.1.0.0</a>	Aero Report	1	1 of 3	0	0	0	0
<input type="checkbox"/>				<a href="#">2924273</a>	3DM-CSA-0000003	3D CADD C/S/A Model	Released	Controlled	<a href="#">1.0.0.0</a>	3D CADD C/S/A	1	0 of 1	0	1	0	0
<input type="checkbox"/>				<a href="#">2924268</a>	DWG-PROC-0000001	Block Flow Diagram (BFD)	In Work	Controlled	<a href="#">0.1.0.0</a>	Block Flow Diagram	1	1 of 1	0	1	0	0

To set/change your Notification settings go to *My Settings* page.

Go to page:

1

Show rows:

20

1-10 of 10



Your Notification Settings are saved successfully. ✕

The confirmation message will display.

Manage Devices



Notification Settings

My Default Settings

My Workflow Templates

Connect Email to Tina

My Grid Layouts

2

When I am the Workflow Manager:

 Receive notifications when I respond to workflows steps. Receive notifications when workflow steps are completed with positive responses. Receive notifications when the workflow is started or paused and I am the assignee in the current workflow step.

Get Notification For	Through Tina5s	Through Email	Through Mobile	Through Sync
Network & Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WorkFlow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VersionUp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select **Notification Settings** tab and make your changes to "Get Notification For"

My Settings will open in a separate page.

Click Save to apply your Notification Settings.

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Save

Cancel

3

Go back to [Section 12: Notifications](#) or continue.



## Favorites

Click *My Notification* icon to open the *Notifications* window.

Drag a column and drop it here to group by that column

<input type="checkbox"/>	Type	Lock	Menu	Record ID	Internal ID	Title	Lifecycle State	Status	Version	Category	Author Activity	Workflow	Subfiles	Where Used	Tree	Chatter Fa
<input type="checkbox"/>				<a href="#">2924341</a>	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	Controlled	<a href="#">1.2.0.0</a>	3D CADD C/S/A	1	0 of 1	0	0	0	0
<input type="checkbox"/>				<a href="#">2924340</a>	TPLT-0000004	Admin UG	Released	Controlled	<a href="#">1.0.0.0</a>	Template	0		0	0	0	0
<input type="checkbox"/>				<a href="#">2924338</a>	AREP-0000012	WhereUsedResultSet - COPY(2)	In Work	Controlled	<a href="#">0.2.0.0</a>	Aero Report	1		0	0	0	0
<input type="checkbox"/>				<a href="#">2924336</a>	AREP-0000012	WhereUsedResultSet	In Work	Controlled	<a href="#">0.1.0.0</a>	Aero Report	1	0 of 3	0	0	0	0
<input type="checkbox"/>				<a href="#">2924333</a>	3DM-CSA-0000003	3D CADD C/S/A Model	In Work	Controlled	<a href="#">1.1.0.0</a>	3D CADD C/S/A	1	0 of 1	0	1	2	0
<input type="checkbox"/>				<a href="#">2924310</a>	DWG-PROC-0000003	Block Flow Diagram (BFD) - COPY	In Work	Controlled	<a href="#">0.1.0.0</a>	Block Flow Diagram	1		0	0	0	0
<input type="checkbox"/>				<a href="#">2924311</a>	AREP-0000007	WhereUsedResultSet - COPY(2)	Merged	Controlled	<a href="#">0.1.0.0</a>	Aero Report	1		0	0	0	0
<input type="checkbox"/>				<a href="#">2924275</a>	AREP-0000005	WhereUsedResultSet	Merged	Controlled	<a href="#">0.1.0.0</a>	Aero Report	1	1 of 3	0	0	0	0
<input type="checkbox"/>				<a href="#">2924273</a>	3DM-CSA-0000003	3D CADD C/S/A Model	Released	Controlled	<a href="#">1.0.0.0</a>	3D CADD C/S/A	1	0 of 1	0	1	0	0
<input type="checkbox"/>				<a href="#">2924268</a>	DWG-PROC-0000001	Block Flow Diagram (BFD)	In Work	Controlled	<a href="#">0.1.0.0</a>	Block Flow Diagram	1	1 of 1	0	1	0	0

Notifications

By selecting notification (checkmark the box), the *More* menu will appear. Clicking on *More* you will find the *Delete* option.

By updating columns, the *Save Layout* button will be shown. Click to save your changes.

You will find Tina standard options like *Export*, and *Column Chooser* options.

Notifications will be categorized on the basis of tabs.

Click the Flag Icon for Important.

Click Notification hyperlink to open Notification window.

More 1 Item selected

Delete  
Mark as Read

Security (2) Document Management (0) Workflow (12) Version Up (0) Job (9)

Imp	Notification	Notification For	Triggered By	Date/Time	Record ID	Internal ID	Revision	Action Re
<input type="checkbox"/>	<a href="#">PAUSED: AREP-0000005 Wh</a>	WorkFlow	Jane S				005	Rev
<input checked="" type="checkbox"/>	<a href="#">WORKFLOW: AREP-0000005</a>	WorkFlow	Jane S				005	Rev
<input type="checkbox"/>	<a href="#">Job 66671 Completed</a>	Job	Jane S					
<input type="checkbox"/>	<a href="#">PAUSED: AREP-0000005 Wh</a>	WorkFlow	Jane S	2022/10/12	<a href="#">2924275</a>	AREP-0000005	Rev	
<input type="checkbox"/>	<a href="#">Job 66673 Completed</a>	Job	Jane S	2022/10/11				
<input type="checkbox"/>	<a href="#">Job 66673 Started</a>	Job	Jane S	2022/10/11				
<input type="checkbox"/>	<a href="#">Job 66670 Completed</a>	Job	Jane S	2022/10/11				
<input type="checkbox"/>	<a href="#">Job 66670 Started</a>	Job	Jane S	2022/10/11				
<input type="checkbox"/>	<a href="#">Job 66669 Completed</a>	Job	Jane S	2022/10/05				
<input type="checkbox"/>	<a href="#">Job 66669 Started</a>	Job	Jane S	2022/10/05				
<input type="checkbox"/>	<a href="#">Job 66670 Started</a>	Job	Jane S	2022/10/05				
<input type="checkbox"/>	<a href="#">Job 66669 Completed</a>	Job	Jane S	2022/10/03				
<input type="checkbox"/>	<a href="#">Jane Smith Has Create</a>			9/21				
<input type="checkbox"/>	<a href="#">PAUSED: AREP-000000</a>			9/19	<a href="#">2924275</a>	AREP-0000005	Rev	<input type="checkbox"/> Aero Report
<input type="checkbox"/>	<a href="#">WORKFLOW: AREP-00</a>			9/18	<a href="#">2924275</a>	AREP-0000005	Rev	<input type="checkbox"/> Aero Report

Save Layout Export

Excel CSV

Go To Page: 1 Show Rows: 10 1-20 of 23

Close

&lt; Favorites

## Notifications



C

C

Save Layout

Export



All (23) Network &amp; Security (2) Document Management

## Notification - Job 66670 Completed



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## Job 66670 Completed

Jane Smith  
to Jane Smith

2022/10/05 14:55:20

Hi Jane,

Job 66670 for Export has completed.

You can view the report from

<https://uat.tina5s.cloud/gmail/LeanEnergy/Job-Status-Report?IsNewTab=true>

Thanks,  
Tina5s

You will see Notification subject on the window Header.

You can mark notification as Important or Unread. Also, Notification can be Deleted.