A Learning Guide

Managing Notifications

Setting up notification preferences

The Platform alerts you to the status of cases, including messages from others inside or associated with organization as well as the Regulator where necessary. This is done via Notifications

You can manage your preference for which case types you want to receive notifications for and the delivery channel

To set up your notification preferences:

- Click on your initials at the bottom left of the screen
- Select Notification Preferences

This Notification preferences screen helps you manage the notifications you will receive.

- 1. Receive notifications ensure this is checked to enable you to make changes to Notification preferences
- 2. By case type –lists the different notifications types available
 - Click on the > arrow to list the type of Notification. It will also show channels of delivery Dashboard, Mobile and Email
 - If you DO NOT want to a notification, you must 'uncheck' each case type. However, you will only receive
 notifications based on the intent you registered for, i.e. if you are a Responsible Supplier only and not a
 Responsible Supplier and Certificate Applicant, you won't get notifications about certificate applications
 - Emails click the down arrow / chevron to set the frequency

otification preferences	×	
	Notification preferences	×
Receive notifications 🗸 Receive notifications	 Equipment Registration - Auto 	
	Notifications Dashboard Mobile Emai	1
By case type 🛛 🛛	Case assigned to Limited consultant	▼
> Add person	Equipment Registration Expiry	stant 🗸
Cancel Certificate Cancel Responsible Supplier	Equipment Registration Renewal	stant
> Change Password	reminder - 30 days Da	aily
> Correction Equipment Registration	Equipment Registration Renewal	eekly
Correction to 3PC Certificate	reminder - 7 days Di	sable
> Forgot Password	Equipment Registration Renewal	stant 🗸
> Invite Business	reminder - On the day	
> Invite Regulator Employee		
> Invite team member	Linked Certificate Cancellation 🗸 🔽 In:	stant 🗸
> Link Certificates	Linked Certificate Suspension	stant 🗸
> Manage Relationships		
> Modify Certificate	Linked Level 2/ 1/ NotInScope Certificate 🗸 🧾	stant 🗸
Modify Equipment Registration	expired	
> New Certificate	Cancel	Submit
Cancel	Submit	

• Click on the Submit button with done







Viewing notifications

To view notifications:

- You can access notifications by clicking on the Navigation Panel to the left of your screen
 - 1. New notifications are indicated by the number
 - 2. Click on Notifications for the list to appear. By clicking on an item, the case will open providing the details for you to review
- The initials in the circles are where the notification has come from, so in the screenshot example:
 - Pega this is the Platform
 - X the Regulator
 - AL a user associated with your organization
- If you click **View All** the full list appears. By clicking on an item, the case will open providing the details for you to review



 You can view a list of email notifications via the 'My Organisation' from the Navigation Panel

©EESS	ly organisation	My team members My teams ap	optications Manufacturers Documents Email Notifi	ations		
Q	A OR & A OR Est					
+	Business name A OR & A OR	Case ID	₩ Date/Timestamp	W Subject	W Email	
+	Trading name	PC-8001	07/10/2024	EESS - Registration Payment is successful	6555 - Registration Payment is successful Correspondence + Cam Li + 1d 21h ago	
\triangle	ABN/NZBN	PC-4010	03/10/2024	EESS - Registration Payment is successful	Correspondence - Cam Li - 5d ago	
_	71 544 309 835	PC-6006	01/10/2024	2255 - Registration Payment is successful	Correspondence - Cam Li - 7d ago	
Ba	Evnire Data	PC-4008	24/09/2024	EESS - Registration Payment is successful	ESS - Registration Payment is successful Correspondence - Robert Wooley + 145 ago	
ul –	12/09/2025	PC-5005	24/09/2024	EESS - Registration Payment is successful	66555 - Registration Payment is successful Correspondence - Cam Li + 1-4 ago	
Q		PC-4007	24/09/2024	EESS - Registration Payment is successful	ESSS - Resistration Payment is successful Correspondence - Cam LI + 15d ago	
_		PC-5001	19/09/2024	0055 - Registration Payment is successful	Correspondence - Cam Li - 155 app	
8	Invite a team member Invite a consultancy business Link Affiliate Supplier Invite a third party certifier	PC-0007	19/09/2024	DESS - Registration Payment is successful	5555 - Registration Payment is successful Correspondence - Queue processor(EPR/UpdatePayment) - 20d ago	
		PC-2003	17/09/2024	EESS - Registration Payment is successful	ESS - Registration Payment is successful Correspondence - Robert Wooky - 226 ago	
		PC-3003	17/09/2024	EESS - Registration Payment is successful	EESS - Registration Payment is successful Correspondence - Cam U - 22d app	
	My team members My teams applications Manufacturers Documents Email Notifications	> Email notifications from	m previous system			

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