

# iRemit Notifications

## Administration Guide

Version 7

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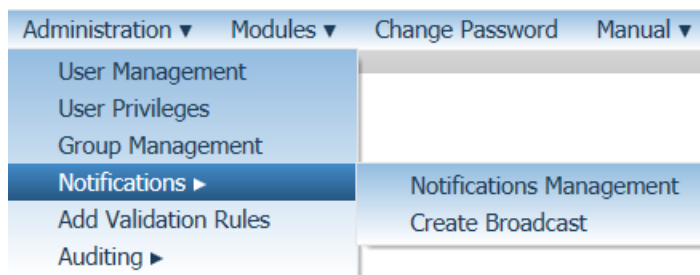
# iRemit Notifications

Notifications Management allows iRemit administrators to create subscriptions to capture events, and to assign these subscriptions to users throughout the system. You create subscriptions in an easy to use interface, where you set up the type of event, the start date, and the expiration date. After you have created the subscription, you create a delivery method, add users and set up the frequency.

Notification is designed to be an event viewer management tool.

## Open the Subscriptions screen

The **Notifications Management** sub-menu of the **Administration** menu allows you to create new subscriptions, edit or delete existing subscriptions, create delivery methods or edit existing delivery methods.

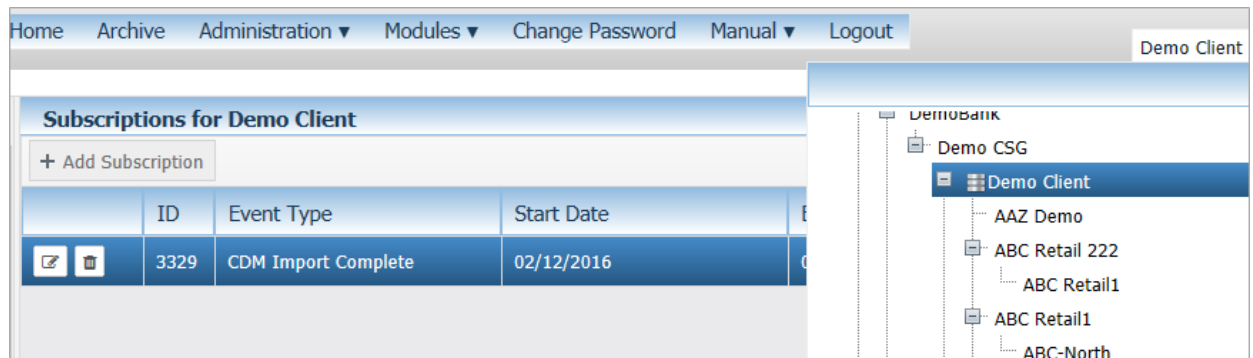


Choose the **Notifications Management** sub-menu option to open the **Subscriptions** screen.

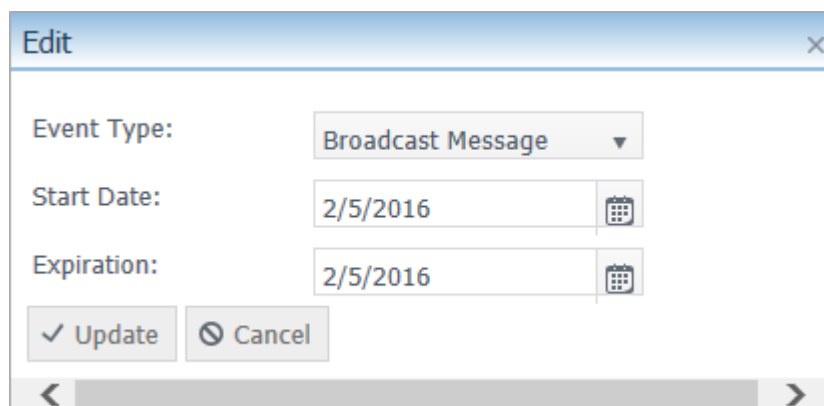
Subscriptions for Demo Client						<input type="checkbox"/> Show Expired Subscriptions
+ Add Subscription						Refresh
ID	Event Type	Start Date	Expires	Filter		
	3329	CDM Import Complete	02/12/2016	03/11/2016		No Filter

## Add a subscription

1. Select a group from the selection list in the top right corner of the screen.



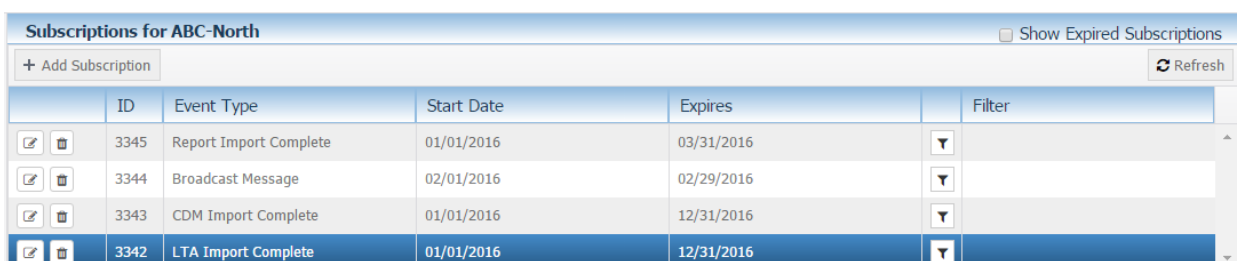
2. Click **Add Subscription**.
3. In the **Edit** popup, enter the **Event Type**, **Start Date** and **Expiration** date. Click the calendar button  to select the dates from a calendar.



You can select the following event types:

- Broadcast Message
- CDM Import Complete
- IDX Extraction Complete Event (an optional administration module)
- LTA Import Complete
- Report Import Complete

4. Click the **Update** button to add the subscription to the list of available subscriptions.



ID	Event Type	Start Date	Expires	Filter
3345	Report Import Complete	01/01/2016	03/31/2016	
3344	Broadcast Message	02/01/2016	02/29/2016	
3343	CDM Import Complete	01/01/2016	12/31/2016	
3342	LTA Import Complete	01/01/2016	12/31/2016	

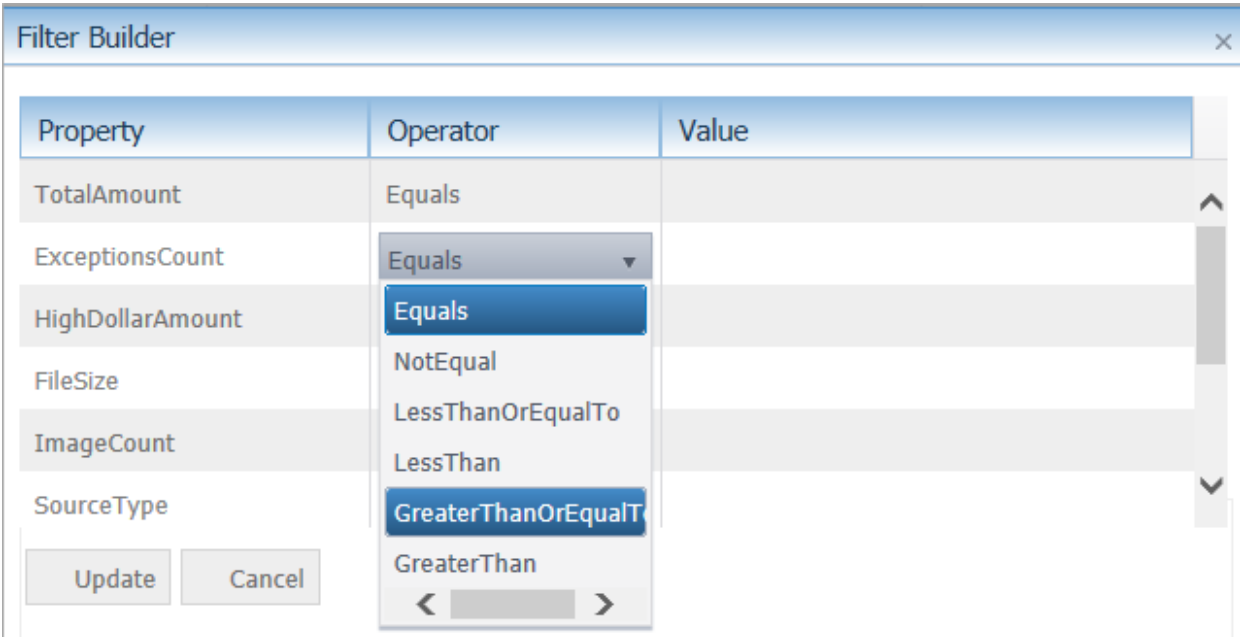
## Add filters to a subscription

Once a subscription has been created, you can add filters if needed.

1. Click the **Filter** button  next to the subscription.

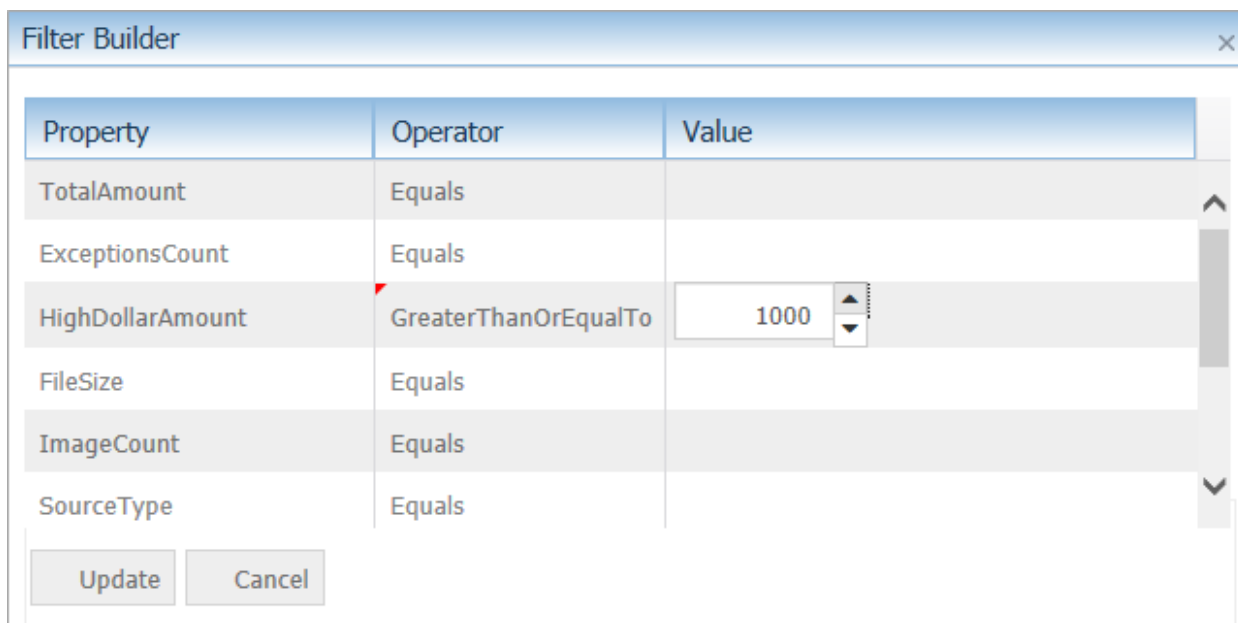
The **Filter Builder** popup opens. Which filter properties are available here depends on the subscription's event type.

2. In the **Operator** column, click two times on **Equals** beside the filter property you want to set.
3. Select the appropriate operator from the list.



Property	Operator	Value
TotalAmount	Equals	
ExceptionsCount	Equals	
HighDollarAmount	Equals	
FileSize	NotEqual	
ImageCount	LessThanOrEqualTo	
SourceType	LessThan	
	GreaterThanOrEqualT	
	GreaterThan	

- Click in the **Value** column for the property and enter a value.



Property	Operator	Value
TotalAmount	Equals	
ExceptionsCount	Equals	
HighDollarAmount	GreaterThanOrEqualTo	1000
FileSize	Equals	
ImageCount	Equals	
SourceType	Equals	

Update Cancel

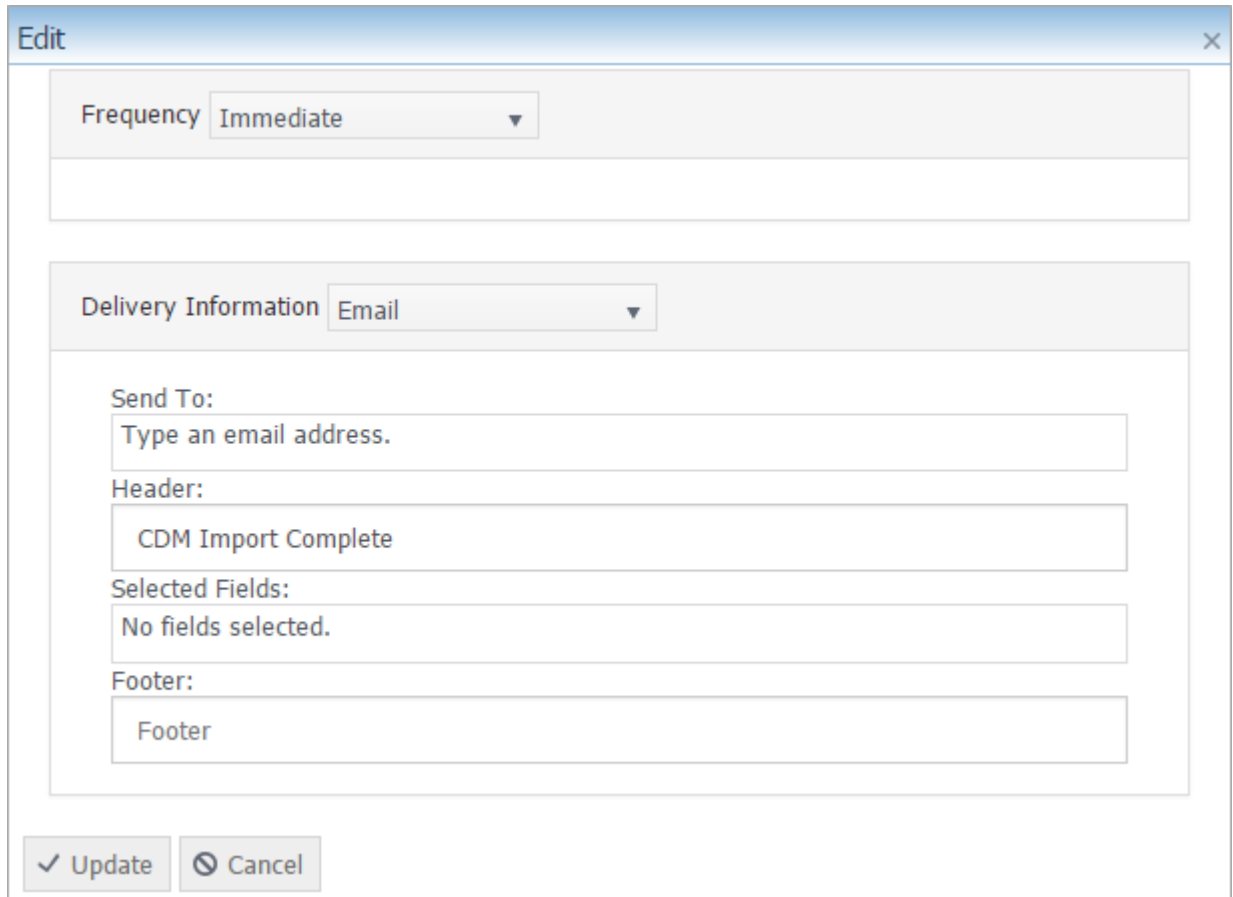
- Click the **Update** button.

Items that have been changed are marked with a red triangle in the left corner of the box.

## Add delivery to a subscription

After you have created a subscription and set filters, you can set up the delivery method and frequency.

1. Click on the subscription, then click the **Add Delivery** button.
2. In the **Edit** popup, select a **Frequency**.

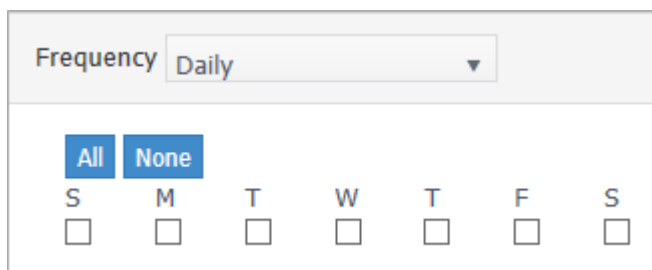


The screenshot shows an 'Edit' popup window with the following fields:

- Frequency:** A dropdown menu currently set to 'Immediate'.
- Delivery Information:** A dropdown menu currently set to 'Email'.
- Send To:** A text input field containing the placeholder text 'Type an email address.'
- Header:** A text input field containing the text 'CDM Import Complete'.
- Selected Fields:** A text input field containing the text 'No fields selected.'
- Footer:** A text input field containing the text 'Footer'.

At the bottom of the popup are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a close icon).

- **Immediate:** The email will be sent immediately upon update.
- **Daily:** Specify the days of the week on which the email will be sent.



The screenshot shows the 'Daily' frequency selection interface. It features a dropdown menu set to 'Daily' and a row of seven checkboxes corresponding to the days of the week: S, M, T, W, T, F, S. Above the checkboxes are two buttons: 'All' and 'None'.



- **Monthly:** Specify the month and days of the month on which the email will be sent.

Frequency Monthly

---

All
None

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

All
None


01	02	03	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13	14	15	16	17	18	19	20	21	22	23	24
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25	26	27	28	29	30	31	Last Day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The **Delivery Information** defaults to **Email**. Enter the email details:
  - **Send To:** Enter one or more email addresses.
  - **Header:** If necessary, change the header. The default is **Event Type**.
  - **Selected Fields:** Select the fields to include. Click in the **Selected Fields** box, then select a field from the list. Repeat to add multiple fields.
  - **Footer:** (Optional) Enter a footer, if required.
- Click the **Update** button.

## Edit a subscription







- Click the **Edit** button  button next to the subscription.
- In the **Edit** popup, change the start date or the expiration date.
- Click the **Update** button.

## Delete a subscription

- Click the **Delete**  button next to the subscription.
- Click **Delete** when prompted to confirm the deletion.

## Display expired subscriptions

To display only expired subscriptions, check the **Show Expired Subscriptions** check box at the top right of the **Subscriptions** list.

Subscriptions for ABC-North					
+ Add Subscription <span style="float: right;">Refresh</span>					
	ID	Event Type	Start Date	Expires	Filter
 	3333	Broadcast Message	02/15/2016	02/15/2016	 Message Equals This is a test broadcast message.
 	3334	CDM Import Complete	02/01/2016	02/15/2016	 ExceptionsCount >= 1 HighDollarAmount >= 10 ImageCount >= 1