The purpose of this ‘How To’ is to guide administrators through the step-by-step process of creating and sending ad hoc notifications within Knowledge Link. Ad hoc notices can be used in addition to the standard system notifications that are automatically sent to users.

A. Create and Send Ad Hoc Notifications from User Search Results
B. Create and Send Ad Hoc Notifications Using Send Notifications Tool

A. Create and Send Ad Hoc Notifications from Scheduled Offering

- Navigate to Admin (1) > Learning (2) > Scheduled Offering (3).
- Here we searched for the Scheduled Offering by using the Item information.
- Change the Type drop down box to COURSE and Enter “HS.12345.ITEM.Sew” in the Item > ID: field (4)
- Search (5)
- Your search results will appear under the entry.
- Select the **Scheduled Offering ID (1)**

![Scheduled Offerings](image)
Take notice to the **Enrolled users**.

- Select **Send Notification** from the list of Actions (1)
To refine the population receiving the notification, you can choose from the drop down list.

- For this example we’re going to leave everything default (All Statuses)
- Click Next (1)
• Select the **checkbox** to **Remove** the users that you do not want to send the notification to. We want to remove “Millman, Jennifer” and “Engel, Sherry L” (1)

• Click **Apply Changes** (2)
• The **Users** have now updated.
• Click **Next (1)**
How to Send Ad Hoc Notifications

The **Required Fields** are marked with red asterisks.

- Fill the following fields as outlined below:
  - **Reply to** (1)
  - **From**: Insert your email address (1)
  - **Subject**: Insert the subject
  - **Body**: Insert the text of the email
- Click **Send Notification** (4)

You have successfully sent your notification(s)!
Click **OK** (1)
Note:

You can also complete the same actions through the User Button by selecting Admin/User/Tools/Send Notifications and searching for a particular item or scheduled offering.