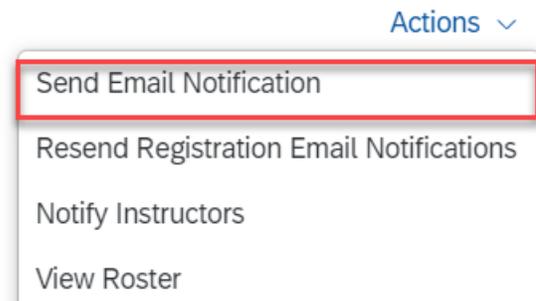




Purpose: This document outlines the steps how to send class notifications within Knowledge Link. Class notifications can be used in addition to the standard system notifications that are automatically sent to users.

Send Notifications from Classes

1. Open the Class in Knowledge Link.
2. Under **Actions**, select **Send Email Notification**.

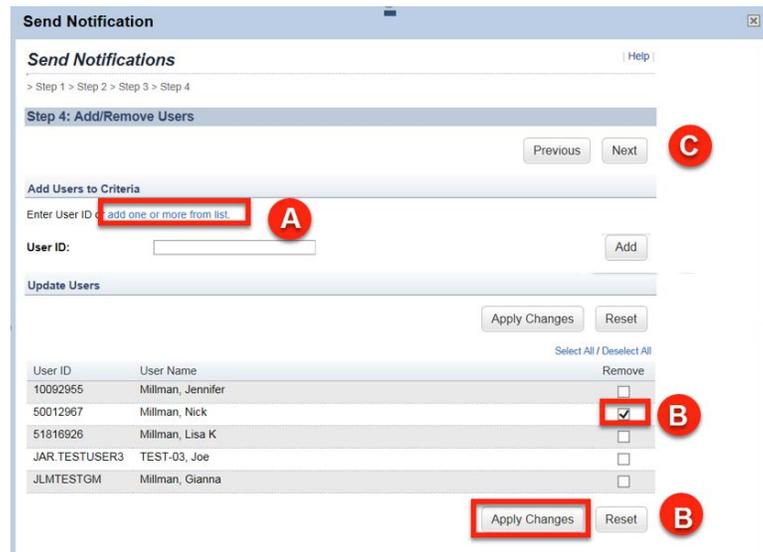


3. To refine the population receiving the notification, you can choose from the drop down list. Select **Next**.



4. Add and remove users to criteria (this is optional - skip if you do not have any users to add or remove).

- A. Add a user by clicking on **Add one or more from list**, to search and select user(s).
- B. Check the box next to the user name you want to remove. Select **Apply Changes**.
- C. Select **Next**.



5. Complete the message fields.
 - A. Enter "From" email
 - B. Enter "Subject" and "Body"
 - C. Click **Send Notification**.

The screenshot shows the 'Send Notification' dialog box at Step 5: Build Email. The 'From' field is highlighted with a red box and labeled 'A'. The 'Subject' and 'Body' fields are highlighted with a red box and labeled 'B'. The 'Send Notification' button is highlighted with a red box and labeled 'C'. The dialog also includes sections for 'Select Template', 'Specify Email Addresses', and 'Customize Contents'.

6. Select **OK**.

The screenshot shows the 'Send Notification' dialog box at the 'Finished' stage. The message 'Notification(s) sent successfully.' is displayed, and the 'OK' button is highlighted with a red box.