


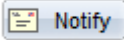


LAST REVISED DATE: 02/26/2015

## General Information

Task	Process Information
<b>Using the Notify Function</b>	<p>The Notify function allows users to send email notifications relating to transactions or records to others in the organization.</p> <p>This function complements the workflow functions in place for approvals of various transactions. You can use the Notify function wherever you see this button :-&gt; </p>

## 1.0 Process

This document is intended to provide a quick reference to using the notify function in GEARS.

STEP	ACTION	DETAILS
<b>1.</b>	<b><u>Click on the Notify Button</u></b>	
<b>2.</b>	<p><b>From the Send notification screen you have the following options:</b></p> <p><b>To:</b> Enter the email address of the person you want to send this notification to. If you do not know the email address, click on the <a href="#">Lookup Recipient</a> link to the right (See step 3 below for details).</p> <p><b>Cc/Bcc:</b> Enter the email address of the person you want to copy on this notification.</p> <p><b>Priority:</b> Set the Priority for the message to High, Medium or Low.</p> <p><b>Subject:</b> Enter the subject line as you would if this was an email to the person.</p> <p><b>Template:</b> Do not change.</p> <p><b>Message:</b> Enter a message as you would if this was an email to the person.</p>	<p><b>Send Notification</b></p> <p>Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.</p> <p><b>Notification Details</b></p> <p>To: <input type="text"/></p> <p>CC: <input type="text"/></p> <p>BCC: <input type="text"/></p> <p>Priority: <input type="text"/></p> <p>Subject: &lt;Enter Subject here&gt; </p> <p>Template: Workflow Notification </p> <p>Priority: %NotificationPriority</p> <p>Date Sent: 2014.06.19</p> <p>Message: <input type="text"/></p> <p><a href="#">Lookup Recipient</a> <a href="#">Delivery Options</a> <input type="checkbox"/> RichText</p> <p>Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>

### 3. Using the Lookup Recipient Function

When you click on the [Lookup Recipient](#) link, you will see the page to the right.

In the **Name** field, enter the first few characters of the person's first name or use the "\*" wildcard to look-up by last name. Click on the [Search](#) button.

In this example, "\*nud" will return all email addresses containing "nud".  
NOTE: Results will be returned based on the email addresses stored in Microsoft Exchange and Outlook.

When you have found the person you want to include, check the **To**, **cc** or **bcc** box in the **Search Results** grid and then click the [Add to Recipient List](#) button.

When you have finished looking up all of the names needed, click the [OK](#) button.

#### Send Notification

##### Lookup Address

**Recipient Search**

Name:  [Search](#)

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**Search Results** [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

To	cc	bcc	Recipient	Email Address	User ID
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		theresa.nudell@mdcourts.gov	theresa.nudell@mdcourts.gov

[Add to Recipient List](#)

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**Recipient List**

To:

CC:

BCC:

[OK](#) [Cancel](#)

### 4. Click the [OK](#) to send the notification.

#### Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

**Notification Details** [Lookup Recipient](#) [Delivery Options](#) ☐ RichText

To:

CC:

BCC:

Priority:

Subject:

Template:

Priority: %NotificationPriority

Date Sent: 2015/02/25

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

[OK](#) [Cancel](#) [Apply](#)



#### Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.