THE NOTIFICATION SYSTEM IN CPL – HELPSHEET

Notifications in CPL inform and update you about the current status of areas such as Jobs, Estimates, Proposed Works, Cyclical Maintenance and In-Tray items and let you know when an action is required from you. They will appear at the right of your CPL screen in a separate pop-up card for each notification. You can click on some of these cards to be taken to the area the notification is alerting you about. You can always access any of your recent notifications by clicking on the small alarm bell icon in the top right-hand corner of your screen.
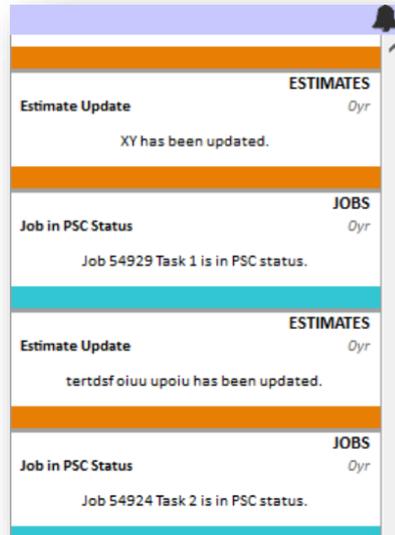
Notifications are on for all users or off for all users and this can be toggled by a user with Admin rights. By default, notifications are turned on.

If notifications have been turned off and you would like to turn them back on, follow the steps below.

Make sure you are logged into CPL as an Administrator.

Click on **System** in the top bar when you are logged into CPL.

From the options which appear in the drop-down menu click to choose **System Parameter** and then move to the right to choose **System Options (ADMIN ONLY)**. Please note that you will not see this option if you are not using an Administrator account.
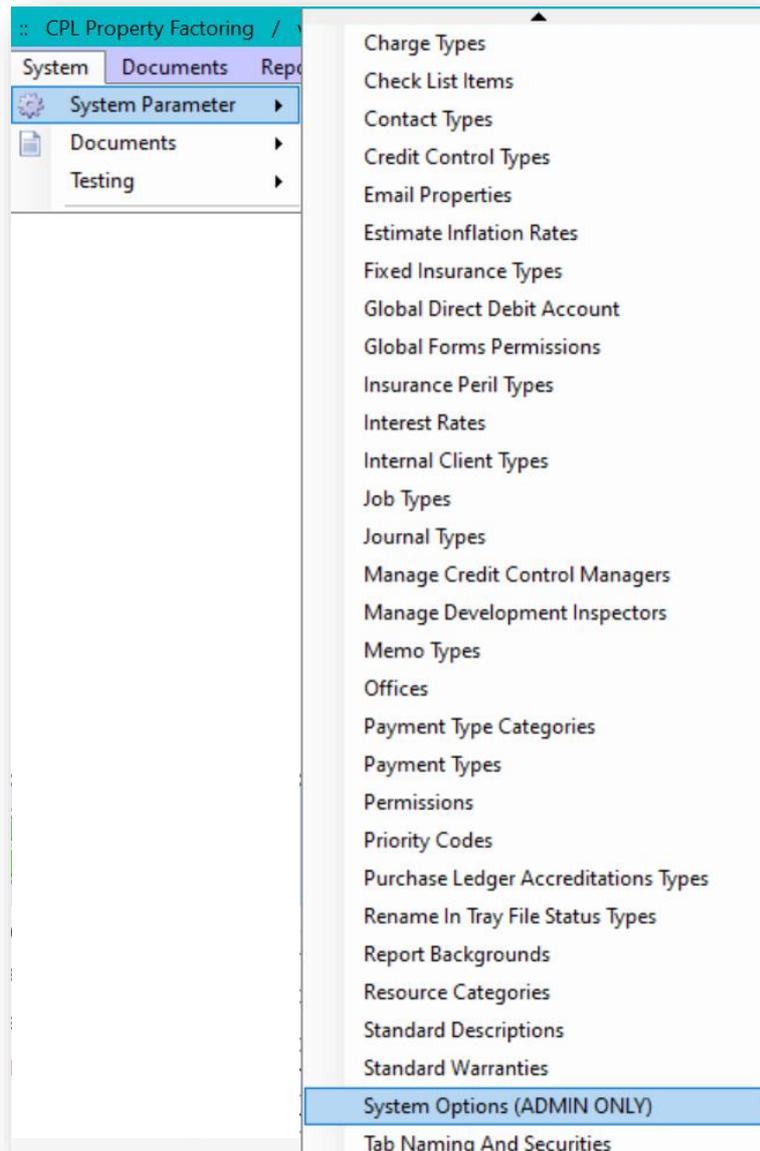
The **System Options** screen will now open.

There are many options listed in the grid on this screen but if you enter **notifications** into the search box and click on the **Search** icon you will see 2 options in the grid:
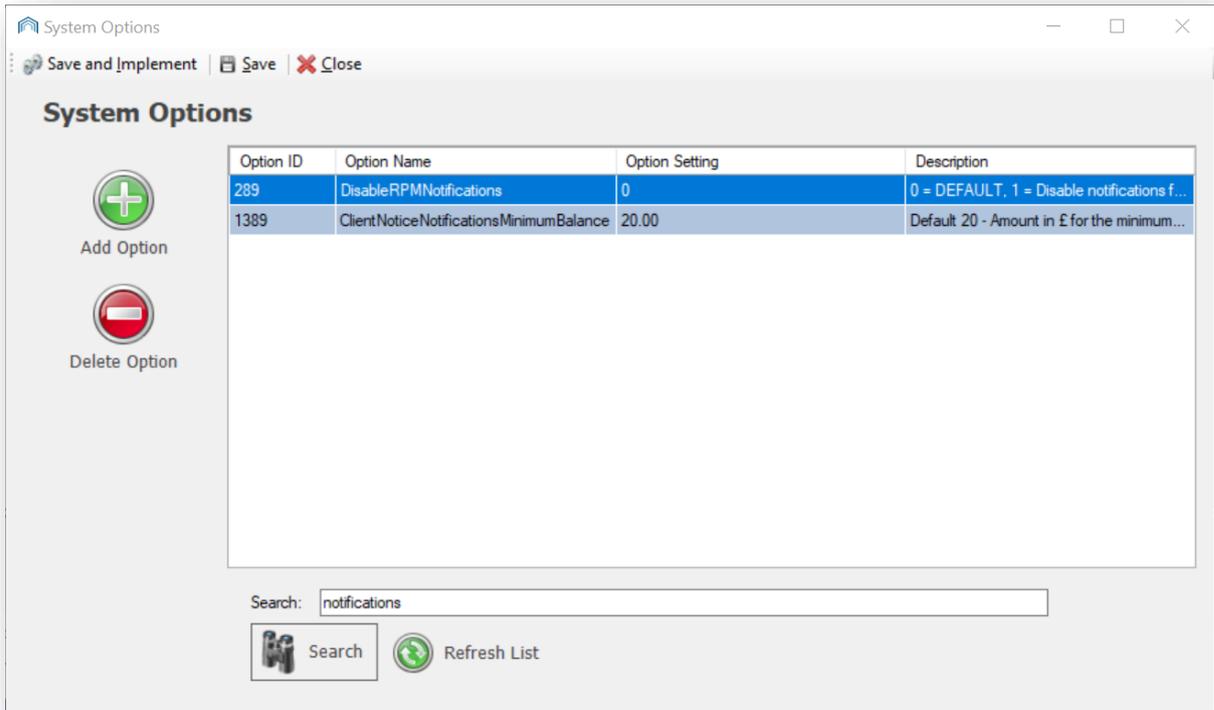
The option you are looking for is **Option ID: 289 – DisableRPMNotifications**.

If notifications are set to be disabled on your CPL system then the **Option Setting** column will have a **1** in it rather than a **0**. If you click into the **Option Setting** box and change this to a **1** then all users will be able to receive notifications.

Once you've done this click on **Save and Implement** in the top-left corner.
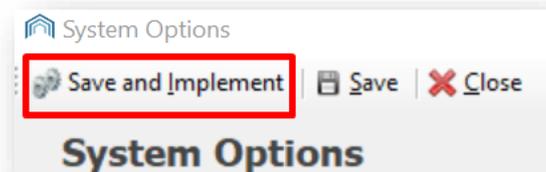
If you wish to disable notifications then make sure there is **1** in the **Option Setting** column in the grid.