

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.

	ESTIMATES
Estimate Update	Oyr
XY has been	updated.
	JOBS
Job in PSC Status	Oyr
Job 54929 Task 1 i:	s in PSC status.
	ESTIMATES
Estimate Update	Oyr
tertdsfoiuu upoiu ha	as been updated.
	JOBS
Job in PSC Status	Oyr

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.



:: CPL Property Factoring /	Channe Tarac
System Documents Repo	Charge types
🛞 System Parameter 🔸	Context Times
Documents	Contact types
Testing +	Credit Control Types
	Email Properties
	Estimate Inflation Rates
	Fixed insurance types
	Global Direct Debit Account
	Global Forms Permissions
	Insurance Peril Types
	Interest Rates
	Internal Client Types
	Job lypes
	Journal lypes
	Manage Credit Control Managers
	Manage Development Inspectors
	Memo lypes
	Offices
	Payment Type Categories
	Payment lypes
	Permissions
	Priority Codes
	Purchase Ledger Accreditations Types
	Rename In Tray File Status Types
	Report Backgrounds
	Resource Categories
	Standard Descriptions
	Standard Warranties
	System Options (ADMIN ONLY)
	Tab Naming And Securities

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:



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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.

Option ID	Option Name	Option Setting	Description
289	DisableRPMNotifications	ol	0 = DEFAULT, 1 = Disable notifications f

Once you've done this click on Save and Implement in the top-left corner.

🕅 System Options					
🔊 Save and <u>I</u> mplement	🖹 Save 🛛 💥 Close				
System Options					

If you wish to disable notifications then make sure there is 1 in the **Option Setting** column in the grid.