

**MAYOR OF LONDON**

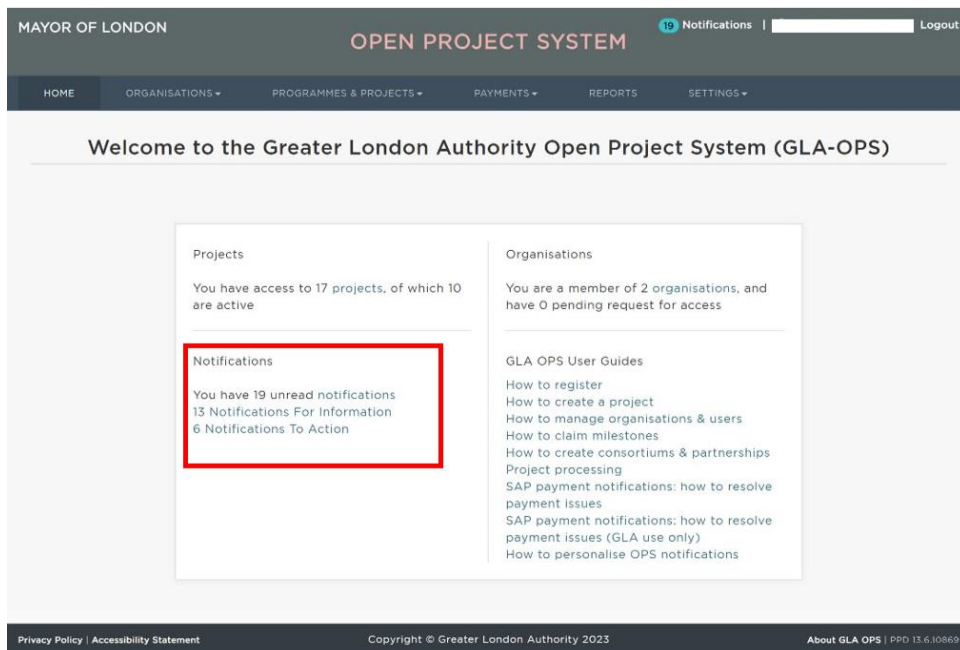
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**GLA-OPS  
Notifications  
Guidance**

## Notifications Home Page

The Notification Homepage enables both Internal and External users to view the number of notifications they have in the following categorised format:

- Number of unread
- Number of Notifications for Information
- Number of Notifications for Action



To read the notification click on the notification row, when you click into a notification action you will be directed to the page related to the required action.

Search: Notification Text | Search by Notification Text | Filter applied | Status: Filter applied | Category: None selected | Notifications: None selected

Type: Filter applied | Date: Select a date | Reset all

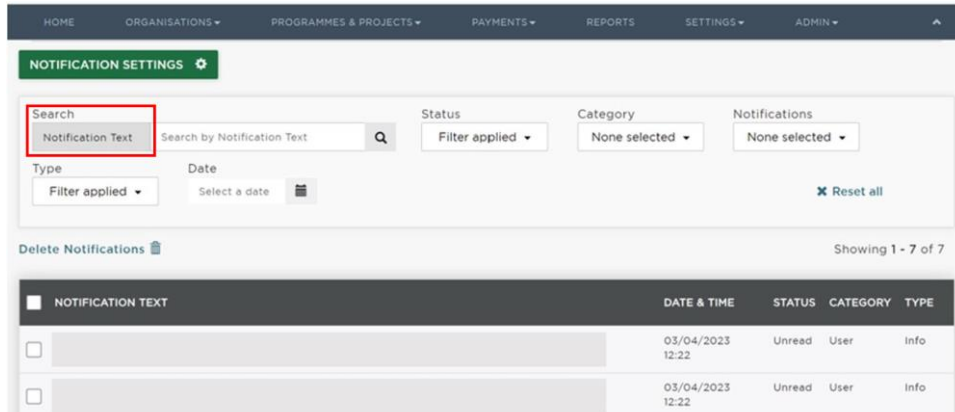
Delete Notifications | Showing 1 - 5 of 5

<input type="checkbox"/>	NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
<input type="checkbox"/>	Payment(s) for project	14/06/2023 04:00	Unread	Payment	Info
<input type="checkbox"/>	Payment(s) for project	14/05/2023 04:00	Unread	Payment	Info
<input type="checkbox"/>	Payment(s) for project	14/04/2023 04:00	Unread	Payment	Info
<input type="checkbox"/>	Payment(s) for project	14/03/2023 03:00	Unread	Payment	Info

## Filter and Search Options

When you click on the notification link you will be directed to the list of notifications page. This page enables you to carry out the following:

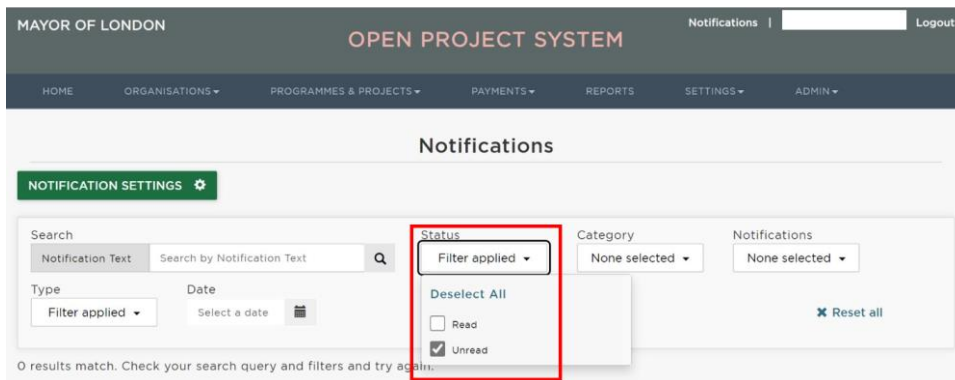
Search by **'Notification Text'**.



The screenshot shows the 'NOTIFICATION SETTINGS' page. A search filter is applied for 'Notification Text', highlighted with a red box. The search bar contains 'Notification Text' and the status is 'Filter applied'. Other filters for 'Status' and 'Category' are set to 'None selected'. The 'Type' filter is also set to 'Filter applied'. The date filter is set to 'Select a date'. A 'Reset all' button is visible. Below the filters, there is a table with the following data:

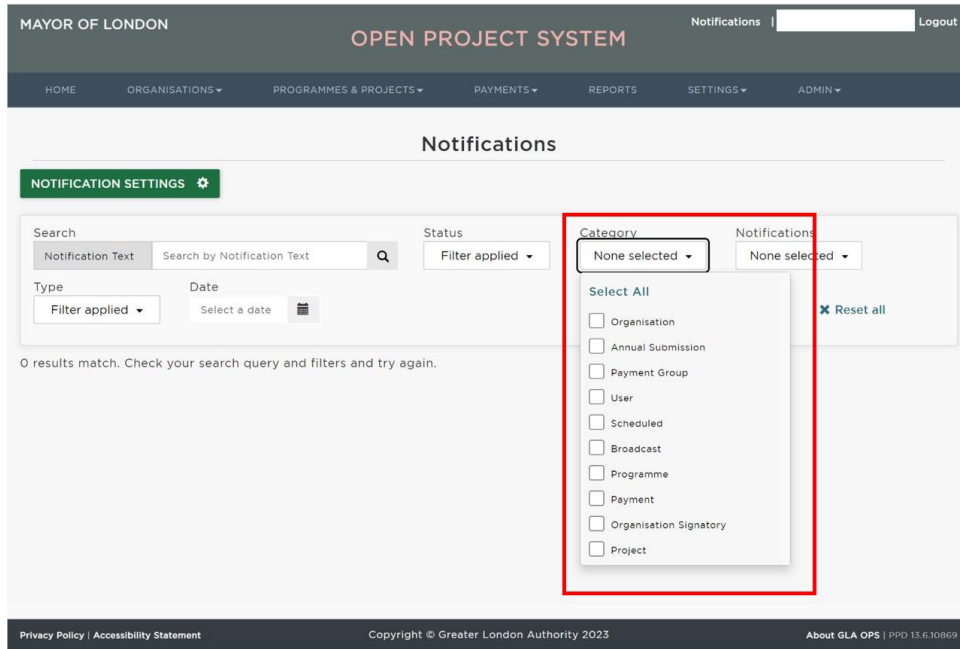
	NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
<input type="checkbox"/>		03/04/2023 12:22	Unread	User	Info
<input type="checkbox"/>		03/04/2023 12:22	Unread	User	Info

Filter by **'Status'** (read or unread notifications).

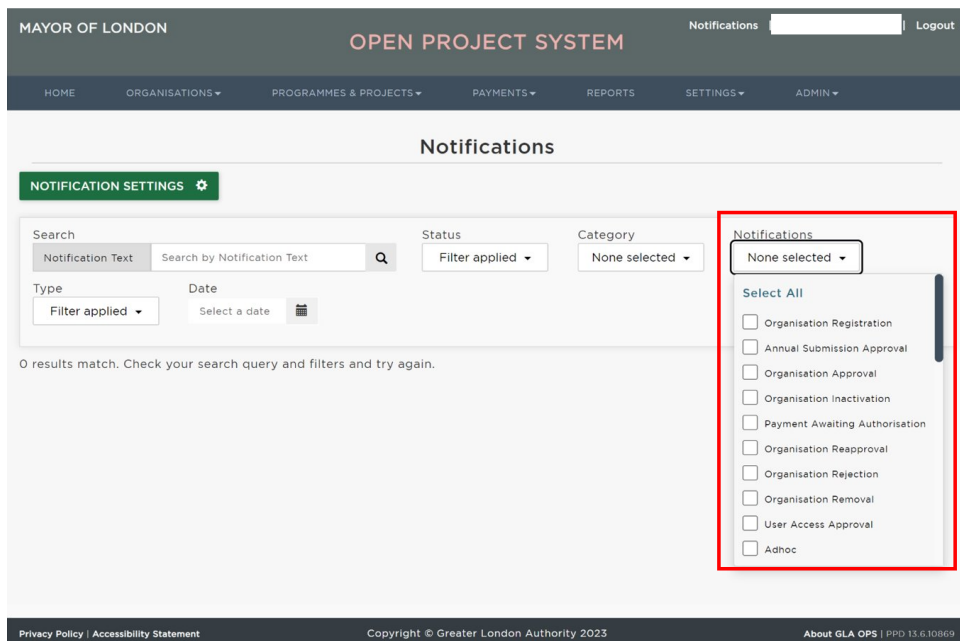


The screenshot shows the 'Notifications' page. The 'Status' filter dropdown is open, showing 'Filter applied', 'Deselect All', 'Read', and 'Unread' options. The 'Unread' option is selected, highlighted with a red box. The search bar contains 'Notification Text' and the status is 'Filter applied'. Other filters for 'Category' and 'Notifications' are set to 'None selected'. The 'Type' filter is set to 'Filter applied'. The date filter is set to 'Select a date'. A 'Reset all' button is visible. Below the filters, there is a message: '0 results match. Check your search query and filters and try again.'

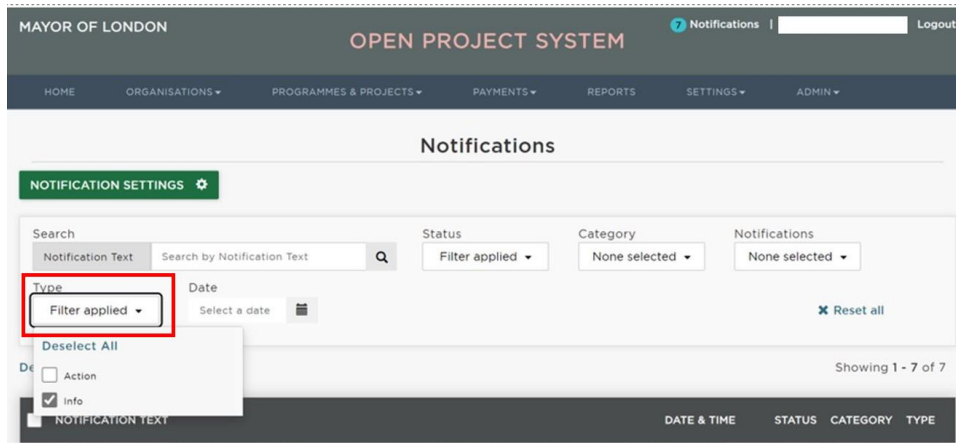
Filter by notification 'Category'.



Search by 'Notifications' name.



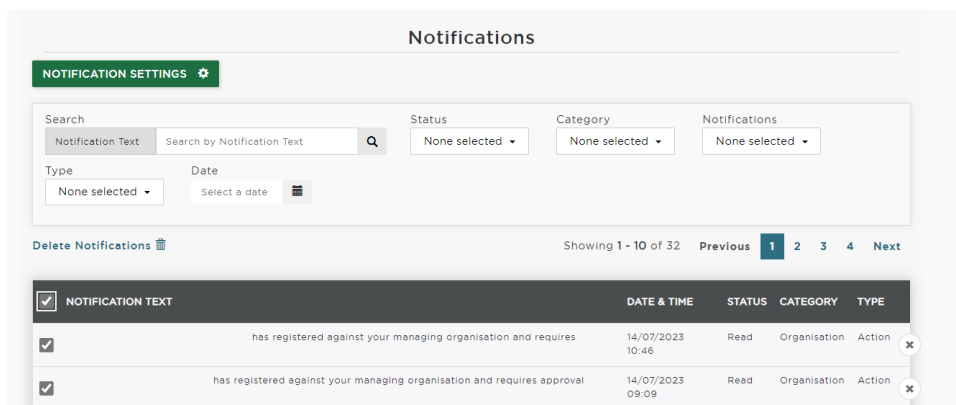
Search by notifications 'Type' (Action/Information).



## Selecting and Deleting Notifications

Selecting the check box allows users to select all read notifications. Users will not be able to select and delete unread notifications.

Note: Both information notifications and action notifications will automatically disappear from the notifications list after they have been opened.



However, they can still be viewed by selecting **'Read'** in the **'Status'** dropdown:

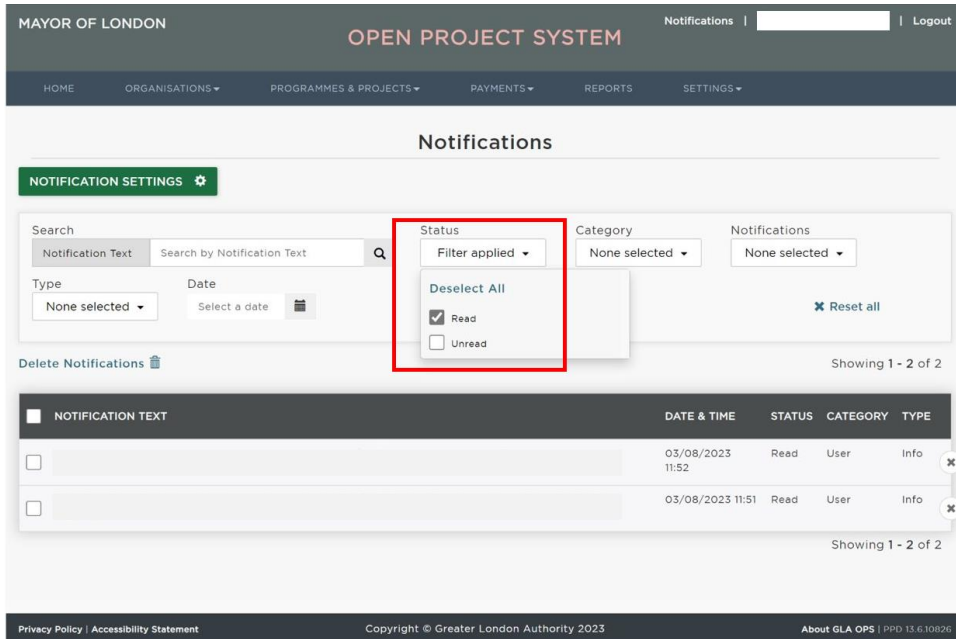
The screenshot shows the 'Notifications' page in the 'OPEN PROJECT SYSTEM'. The page has a dark header with 'MAYOR OF LONDON' on the left, 'OPEN PROJECT SYSTEM' in the center, and 'Notifications | [search bar] | Logout' on the right. Below the header is a navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, SETTINGS, and ADMIN. The main content area is titled 'Notifications' and includes a 'NOTIFICATION SETTINGS' button. There are search and filter options: 'Search by Notification Text', 'Status' (dropdown), 'Category' (dropdown), and 'Notifications' (dropdown). The 'Status' dropdown is open, showing 'All selected', 'Deselect All', 'Read' (checked), and 'Unread' (checked). Below the filters is a 'Delete Notifications' button and a 'Reset all' button. The main table shows a list of notifications with columns: NOTIFICATION TEXT, DATE & TIME, STATUS, CATEGORY, and TYPE. The table contains four rows of notifications, all with a status of 'Read'.

NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
[Redacted]	17/08/2023 14:52	Read	User	Info
[Redacted]	03/04/2023 12:23	Read	User	Info
[Redacted]	03/04/2023 12:22	Read	User	Info
[Redacted]	03/04/2023 12:22	Read	User	Info

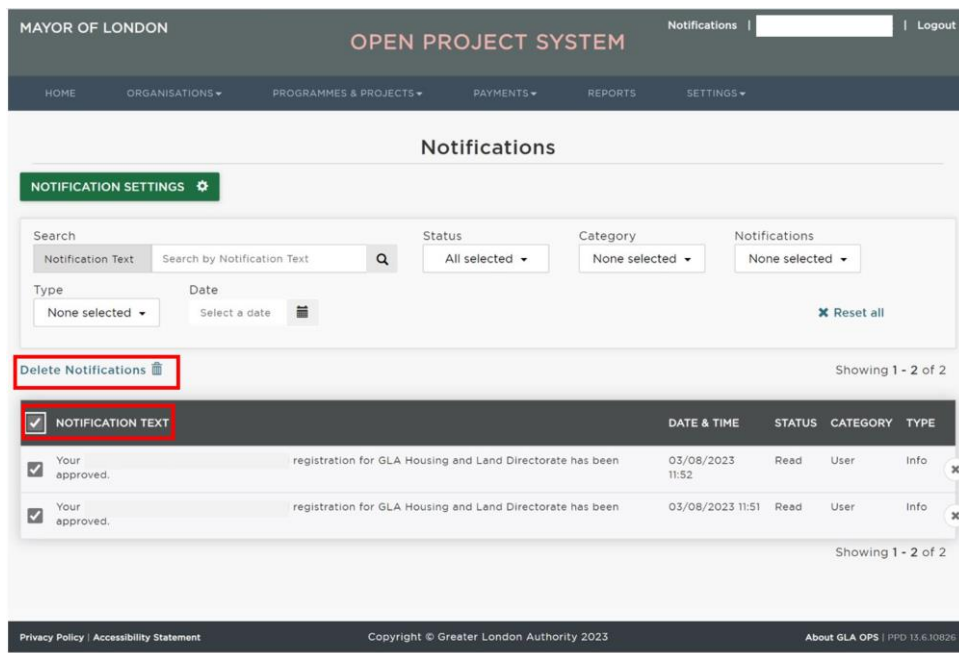
## Deleting Read Notifications

## Deleting All Notifications

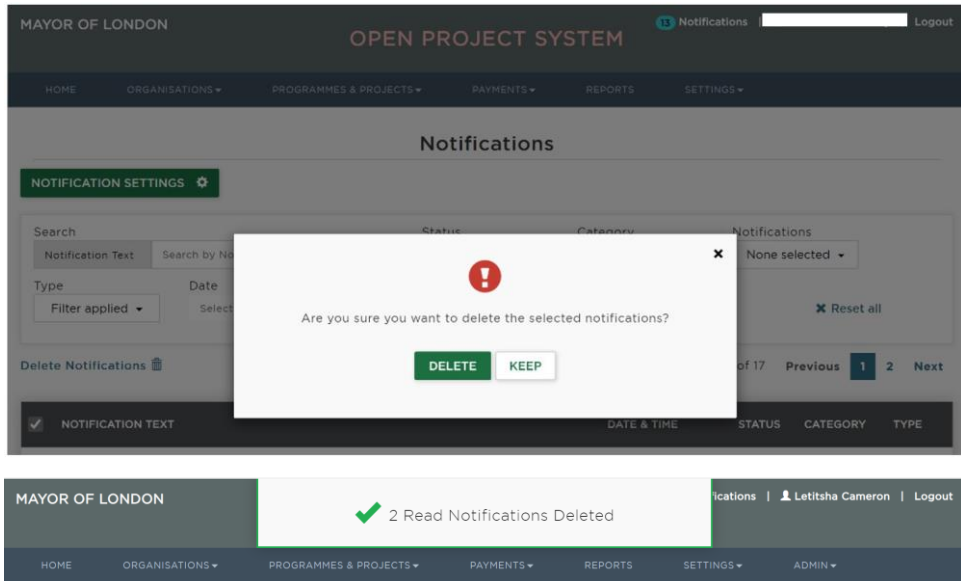
On the Notifications page go to the **'Status'** filter and select **'Read'**.



Then click on the 'Notification Text' check box at the left of the page, followed by the 'Delete Notifications' Button.

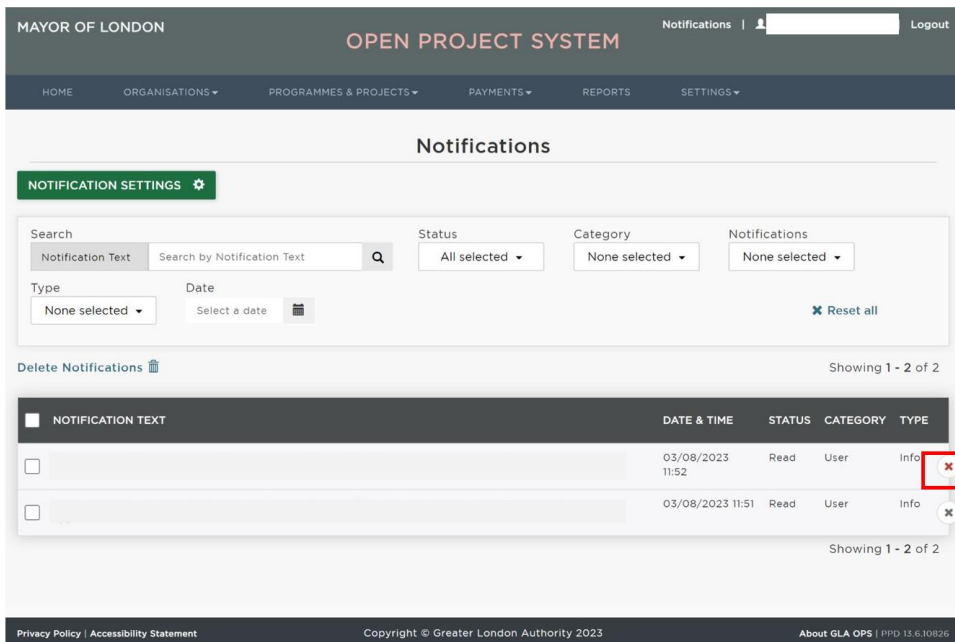


The below pop-up message will then appear, click the 'Delete' button and the following Systems Message will show to let you know that they have successfully been deleted.



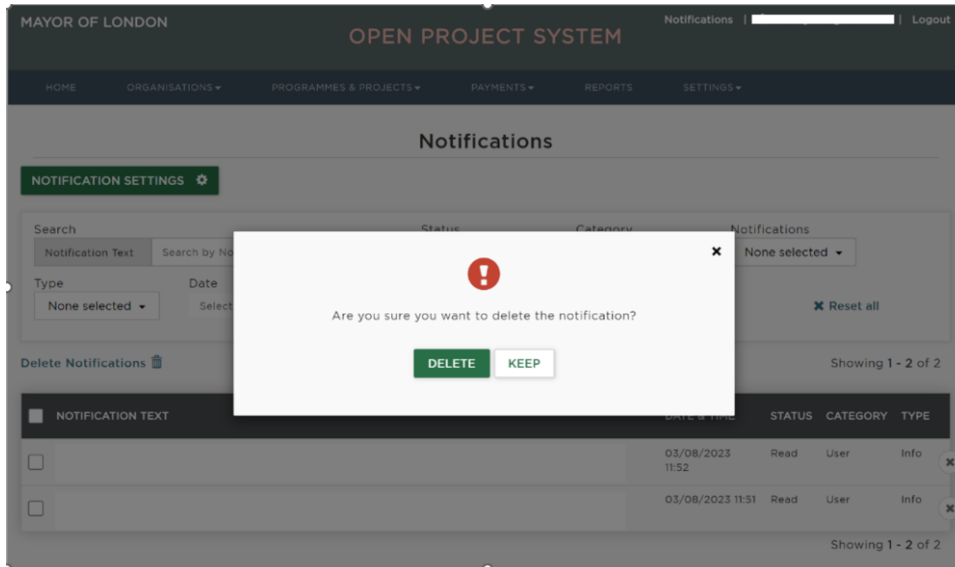
## Deleting One Notification

On the Notifications page click on the grey 'X' at the right side of the notification, once clicked it will red.



Then Click 'Delete'. The read notification will be deleted.





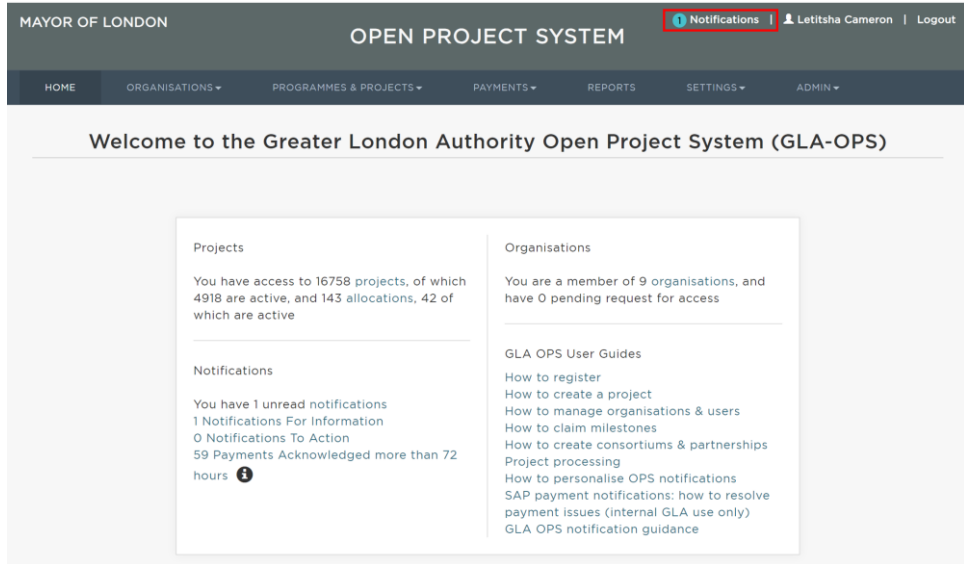
## How to Personalise OPS Notifications

Users can choose how they want to receive notifications from OPS. The options are to receive notifications via:

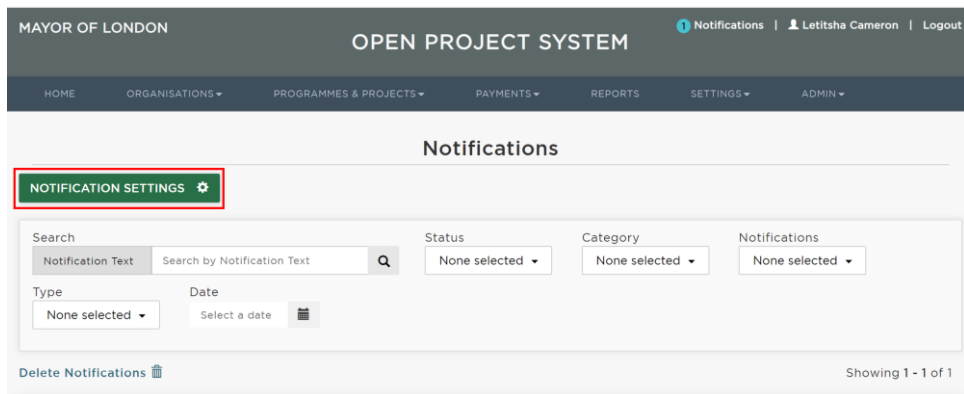
- System
- Email
- Email & System

You also have the option to opt-out if you wish.

To select your preferred method of communication, log in and go to 'Notifications'



Select 'Notifications settings'



Find the notification type you want change and select your preferred option from the dropdown menu.

Modify only the notifications that you are aware of receiving ⓘ

NOTIFICATION	DEFAULT OPTION	TYPE	USER SETTINGS
Adhoc	System		Mandatory
Annual Submission Approval	System	Info	System (default) ▼
Approved For Next Stage	System	Info	System (default) Email Email and System Opt Out

Note: you will continue to receive notifications via the default option until your preferred method is selected. Some notifications are mandatory and cannot be modified

Below is the list of notifications you can modify

NOTIFICATION	DEFAULT OPTION	TYPE	USER SETTINGS
Adhoc	System		Mandatory
Annual Submission Approval	System	Info	System (default)
Approved For Next Stage	System	Info	Mandatory
Broadcast Approved Notification	Email	Info	Email (default)
Consortium Organisation Approval	Email	Action	Email (default)
Consortium Organisation Rejected	Email	Action	Email (default)
Organisation Approval	Email And System	Info	Email and System
Organisation Contract Offer	Email	Action	Email (default)
Organisation Contract Variation Offer	Email	Action	Email (default)
Organisation Inactivation	Email And System	Info	Email and System
Organisation Reapproval	Email And System	Info	Email and System
Organisation Rejection	Email And System	Info	Email and System
Organisation Removal	System	Info	System (default)
Payment Authorisation	System	Info	System (default)
Project Approval Requested	Email And System	Action	Mandatory
Project Return	System	Info	Mandatory
Project Submission Reminder	Email	Info	Mandatory
Project Submitted	Email And System	Action	Mandatory
Project Transfer	System	Info	System (default)
User Access Approval	Email And System	Info	Email and System
User Access Rejection	Email And System	Info	Email and System
User Request Access	Email And System	Info	Email and System
User Team Access Approval	Email And System	Info	Email and System