Job Aid:

Deleting Pending Notifications In OPCM



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Section 1: Overview

Summary

This brief guide details the process of deleting pending notifications in OPCM and includes step-by-step directions and associated screen images related to this task.

Deleting Notifications

1. Navigate to Notifications > Notification Queue.

🖓 Home 🛜 Help 🚺 Logout	Users & Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration
ONPOINT MANAGER						Send Notificat	ions
Welcome to the Learning Server Cou	vea Managar					Standard Noti	fications
welcome to the ceaning bever coo	i de manager.					Notification Qu	ieue
Working Customer						Notification Se	ries
Working Customer: OnPoint Di	igital, Inc.					Email Queue	
Login Information						Send SMS Me	ssage
Logged in as: OnPoint, Admini	strator				Administrati	Forums	

2. Search for the notification you desire to delete using the search filters, if necessary. To apply the search filtering criteria, simply set the criteria and select Apply.

OTIFIC	CATION, QUEUE								
ielect L	Jaer: All	* 7	Order: Last in	- Status	Queued x - 1	Jimit. 25	(us	e a limit	of <u>zero</u> for all)
✓ Ap	ply								
_	100								
Delete	User	Date	Title iclick to view	w)		Viewed	Email	SMS	Send After
	Skinner, Charlie	Aug-20-2013 13:06	Course Assignm	ent Reminder alt	ter 1 day	N	Queued	None	Aug-21-2013 13:06
ont fiers	tion(s) fromt in maria	Selected Cleared							

3. When the desired notification(s) are displayed, select the checkbox within the Delete column and select the Delete button.

OTIFI	ICATION: QUEUE								
Select l	User All	. =	Order: Last	in - Status	Queued 😠 💌 🛛	imit: 25	(1/2	e a limit	of zero for all)
∀ Ap	aply								
Delete	User	Date	Title click to s	iaw)		Viewood	Email	SMS	Sand After
	Planner Phone	Aug 20.2012 12:05	Column Basis	and write and a	and distance	N	Onwind	Mana	Aug.21.2013 13:05

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