

Notifications Page

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Notifications Page

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Notifications Page

Overview

Use the Notifications Page to review the available notification content and, where required, add supporting files before completing the current action. This page is relevant to users who need to acknowledge or supplement a notification while working in areas such as Sales, PM, Purchasing, Warehouse, or Finance.

The available controls include **all**, **Tickets**, **Attach**, and **Ok**. Use the appropriate control for the notification content you are handling, then confirm the action when it is complete.

Workflow

1. Open the Notifications Page and review the available notification content.

Use **all** or **Tickets** when you need to work with the corresponding available notification option. The screen does not provide additional status information, so review the content presented before you continue.

Note: The available options are limited to the controls shown on the Notifications Page. Do not assume that selecting **all** or **Tickets** changes or completes the notification unless the resulting screen content confirms it.

2. Decide whether supporting documentation is required.

- If no file is required, proceed to confirmation.
- If you need to include supporting documentation, select **Attach** and use the **files[]** field to add the relevant file.

Attach only documents that are relevant to the notification, such as a supplier offer, delivery document, ticket evidence, or project correspondence.

Tip: Use clear file names so that other users can identify the purpose of an attachment without opening it. For example, use `RFQ-1048-Supplier-Offer.pdf` rather than `document.pdf`.

3. Confirm the notification action.

After reviewing the notification and adding any necessary files, select **Ok** to complete the action on the page.

If you still need to review the notification or obtain supporting documentation, do not select **Ok** until you are ready to finish.

Warning: Confirm that the correct file is attached before selecting **Ok**. The screen provides no separate review or approval state.

Examples

A Purchasing Officer receives a notification relating to a Buyout request for a project.

1. The Purchasing Officer opens the Notifications Page and reviews the available content using **Tickets**.
2. The notification requires evidence of the supplier's commercial offer.

3. The Purchasing Officer selects **Attach** and adds `Buyout-JOB-2207-Supplier-Offer.pdf` through **files[]**.
4. After confirming that the supporting file is relevant to the Buyout activity, the Purchasing Officer selects **Ok**.

The notification action is then completed with the supplier offer attached as supporting documentation.

Tips

Tip: Attach files only when they support the current notification, Ticket, RFQ, Direct order, Buyout, or project activity.

Note: Use **all** and **Tickets** exactly as displayed on the page. The available screen information does not define additional filtering or workflow behavior for these controls.

Warning: Select **Ok** only after you have completed the required review and file attachment decision.

Troubleshooting

Symptom	Likely Cause	Fix
A supporting document is missing from the notification action.	The file was not added before confirmation.	Select Attach , add the required document using files[] , and review the attachment before selecting Ok .
You are unsure which notification content to review.	The page offers both all and Tickets , without further descriptions on the screen.	Select the option that corresponds to the work item you are handling and review the displayed content before confirming.
You are not ready to complete the notification.	Required information or documentation is still pending.	Do not select Ok until you have completed the review and attached any required supporting files.

Related pages

- [NotificationsPage — Overview](#)

- [NotificationsPage](#) — Learning Path