

Review Notifications in Control Center

Notifications in Control Center

Control Center is your messaging inbox, and it is easily accessible from anywhere in the system. It allows you to view and take action on notifications.

Review Notifications

A Bell Icon appears in every view in the system. The number next to the icon indicates the number of new notifications in Control Center since the last time you visited. Selecting the bell icon brings up the Preview Panel, which lets you preview new items and expose quick actions. You can access the full Control Center by selecting the View All button.

Navigation: Home page

1. Select the **Control Center alert** icon to open the Notifications panel.
2. Select **Mark Read** to mark the notification as read and dismiss it from Control Center.
3. To review notification details, select **View All** button or select a category from the **My Notifications** tile on your Home page.

Once the Control Center page opens, you can review more details of the notifications.

Filter Notifications

In case you have many notifications to review, you can use the filtering option.

Navigation: Notifications

1. Select the **notification category**.
2. From the Filter task bar, filter using the following options:
 - a. Select a **Timeframe**. Select one of the listed timeframes from the drop-down list or choose Select Range to select a Custom range.
 - b. Select **Locations & Hyperfinds**.

Sort Notifications

If you have many notifications to review, use the following steps to sort notifications:

Navigation: Notifications

1. Select **Refine**.
2. Select the **Sort** tab.
3. Select a **data type** and either:
 - a. Select **ascending**
 - b. Select **descending**
 - c. Select **No sort** to **stop sorting** by this value.
4. Repeat as needed.
 - a. You can select one or more sort values. The order in which you select the values is the order in which they will be sorted.
 - b. The arrows indicate if the value is sorted by ascending or descending, and the number indicates the sort order.
5. Select **Apply**.

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