MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

Quick Reference Tip Sheet

==LAST REVISED DATE: 05/01/2017==

General Information

Task	Process Information
Using the Notify Function **Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	The Notify function allows users to send email notifications relating to transactions or records to others in the organization. This function complements the workflow functions in place for approvals of various transactions. You can use the Notify function wherever you see this button :-> [Notify]

1.0   Process

This document is intended to provide a quick reference to using the notify function in GEARS.

STEP	ACTION	DETAILS
1.	**Click on the Notify Button**	[Notify]
2.	**From the Send notification screen you have the following options:** **To:** Enter the email address of the person you want to send this notification to. If you do not know the email address, click on the *Lookup Recipient* link to the right (See step 3 below for details). **Cc/Bcc:** Enter the email address of the person you want to copy on this notification. **Priority:** Set the Priority for the message to High, Medium or Low. **Subject:** Enter the subject line as you would if this was an email to the person. **Template**: Do not change. **Message**: Enter a message as you would if this was an email to the person.	Workflow Notification Help Send Notification Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send. Notification Details — Lookup Recipient To: — Delivery Options — ☐ Rich Text CC: BCC: Priority: Subject: <Enter Subject here> Template: Workflow Notification / Priority: %NotificationPriority / Date Sent: 2017-02-22 Message: Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page. OK Cancel Apply

3.	**Using the Lookup Recipient Function** When you click on the Lookup Recipient link, you will see the page to the right. In the **Name** field, enter the first few characters of the person's first name or use the "*" wildcard to look-up by last name. Click on the Search button. In this example, "*nud" will return all email addresses containing "nud". NOTE: Results will be returned based on the email addresses stored in Microsoft Exchange and Outlook. When you have found the person you want to include, check the **To, cc or bcc box** in the **Search Results** grid and then click the Add to Recipient List button. When you have finished looking up all of the names needed, click the OK button.	**Send Notification** **Lookup Address** **Recipient Search** Name: *nud Search **Search Results** Personalize | Find | View All | 📄 | 📊 First ◀ 1 of 1 ▶ Last 	To	cc	bcc		Recipient	Email Address	User ID
☑	☐	☐	👤	theresa.nudell@mdcourts.gov	theresa.nudell@mdcourts.gov	Theresa.Nudell	 Add to Recipient List **Recipient List** To: theresa.nudell@mdcourts.gov CC: BCC: OK Cancel
4.	Click the OK button to send the notification.	**Workflow Notification** **Send Notification** Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send. **Notification Details** Lookup Recipient Delivery Options To: theresa.nudell@mdcourts.gov ☐ RichText CC: BCC: Priority: 1-High Subject: Test Notify Template: Workflow Notification Priority: %NotificationPriority Date Sent: 2017-02-22 Message: This is a test notification. Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page. OK Cancel Apply

🛑 **End of Document**