

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**.

© 2023 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.