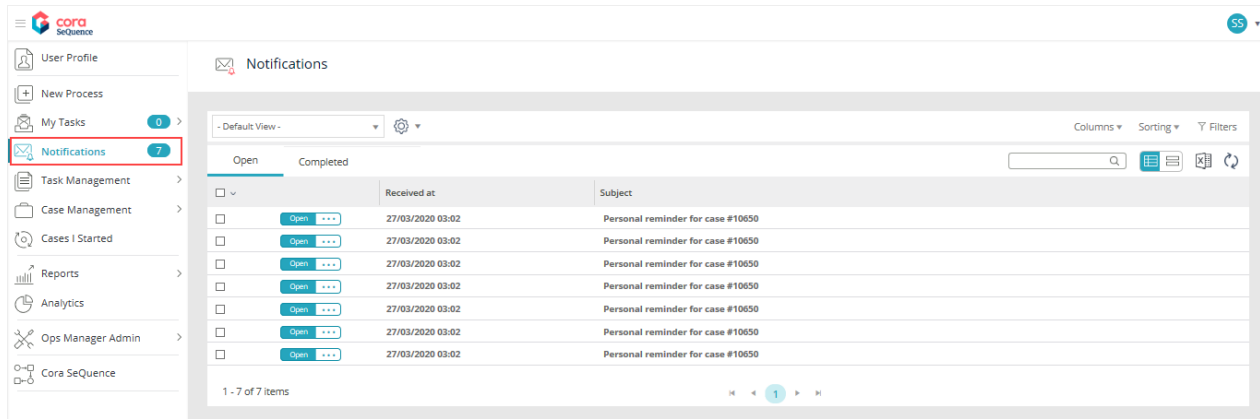


# View Notifications

Last Modified on 09/21/2020 4:36 am EDT

## V3.1 and later

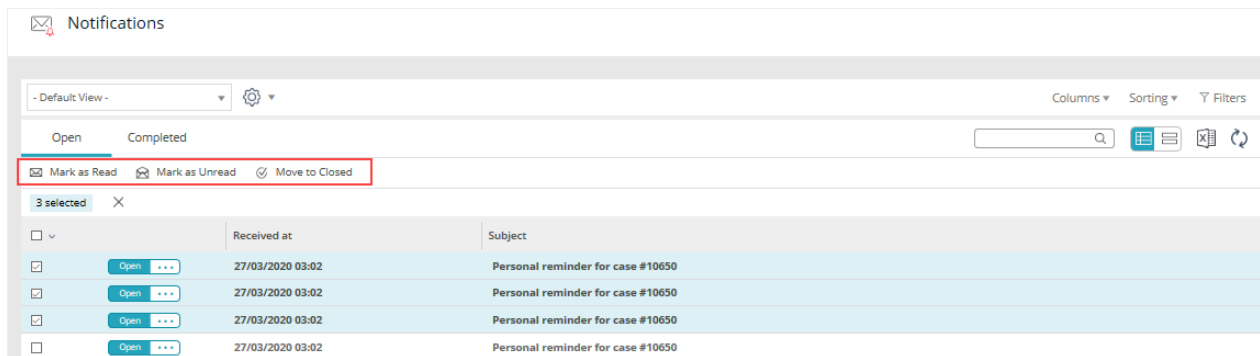
The Notifications menu in the left panel displays the Case reminders and automatic alerts set by you. These notifications are read only so, you can open, read and close them.



The screenshot shows the Cora SeQUENCE user interface. On the left is a navigation menu with 'Notifications' highlighted and a badge showing '7'. The main area is titled 'Notifications' and contains a table with columns for 'Received at' and 'Subject'. The table lists seven notifications, all with the subject 'Personal reminder for case #10650' and the date '27/03/2020 03:02'. Each row has an 'Open' button and an ellipsis menu. The interface also includes search, view, and refresh icons, and a pagination indicator '1 - 7 of 7 items'.

To mark a notification as read without opening, click the ellipses(...) in the grid, and click **Mark as Read**. You can also move a notification to closed without opening by clicking ellipsis(...) and **Move To Closed**. The closed notifications appear under the Completed tab.

You can perform Mark as Read, Mark as Unread, and Move to Closed actions on multiple notifications simultaneously. Select multiple check boxes from the grid, and click a desired option from the menu appearing above the grid.



This screenshot shows the same Notifications interface as above, but with three notifications selected. A context menu is displayed above the grid with three options: 'Mark as Read', 'Mark as Unread', and 'Move to Closed'. The 'Mark as Read' option is highlighted with a red box. The grid shows the selected notifications with their respective 'Open' buttons and ellipsis menus.

Reminder notification settings are made in the User Profile page under My Reminders section. For more details, see [this article](#).