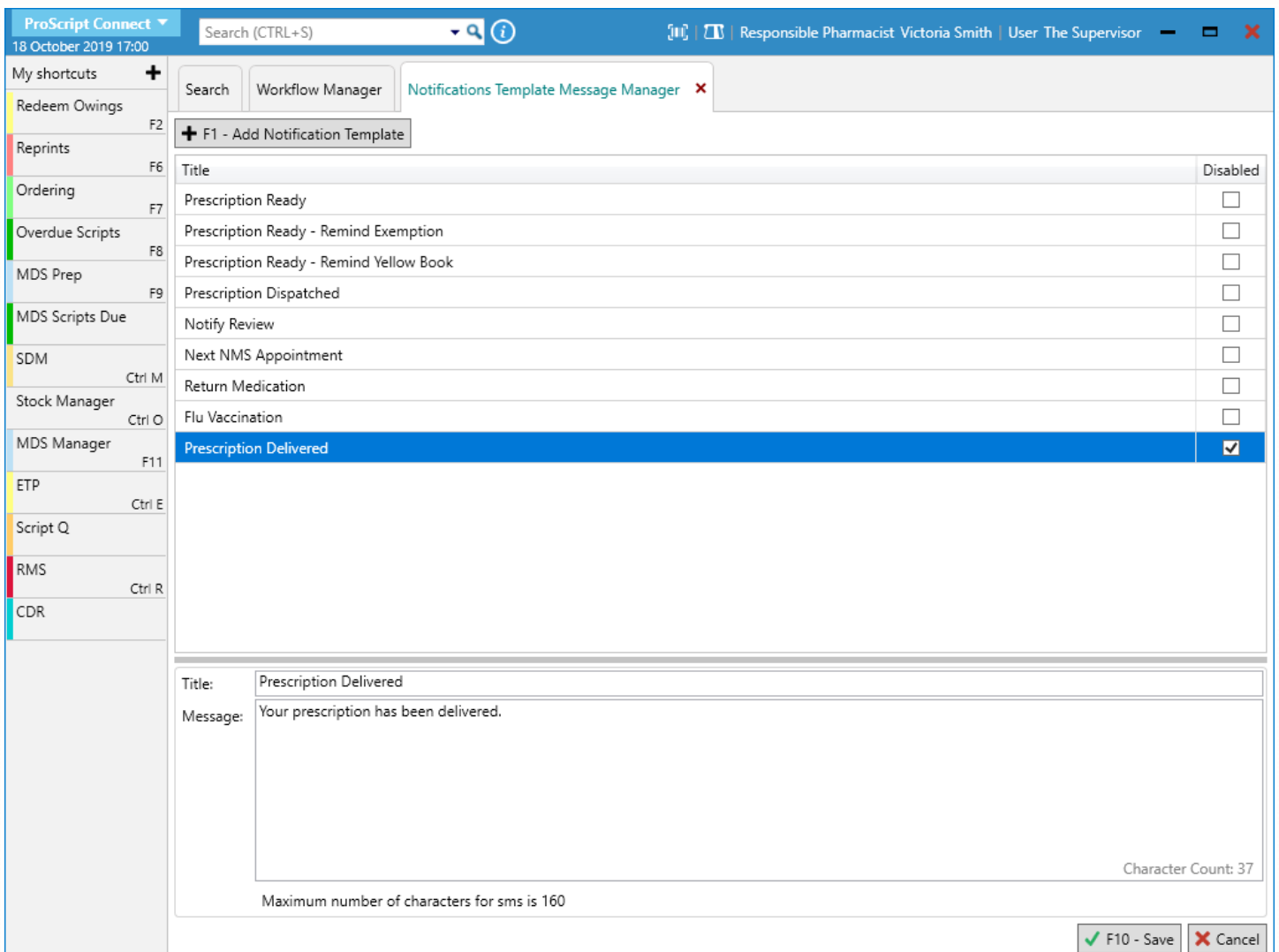# Disabling/Enabling a Notification Template

Disabling a Notification Template

1. To begin, open the Notifications Template Message Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Notifications Template Message Manager* menu item.
2. The Notifications Template Message Manager opens in a new tab and displays a list of all your notification templates. Locate the template(s) you wish to disable and select the corresponding *Disabled* tick box(es).
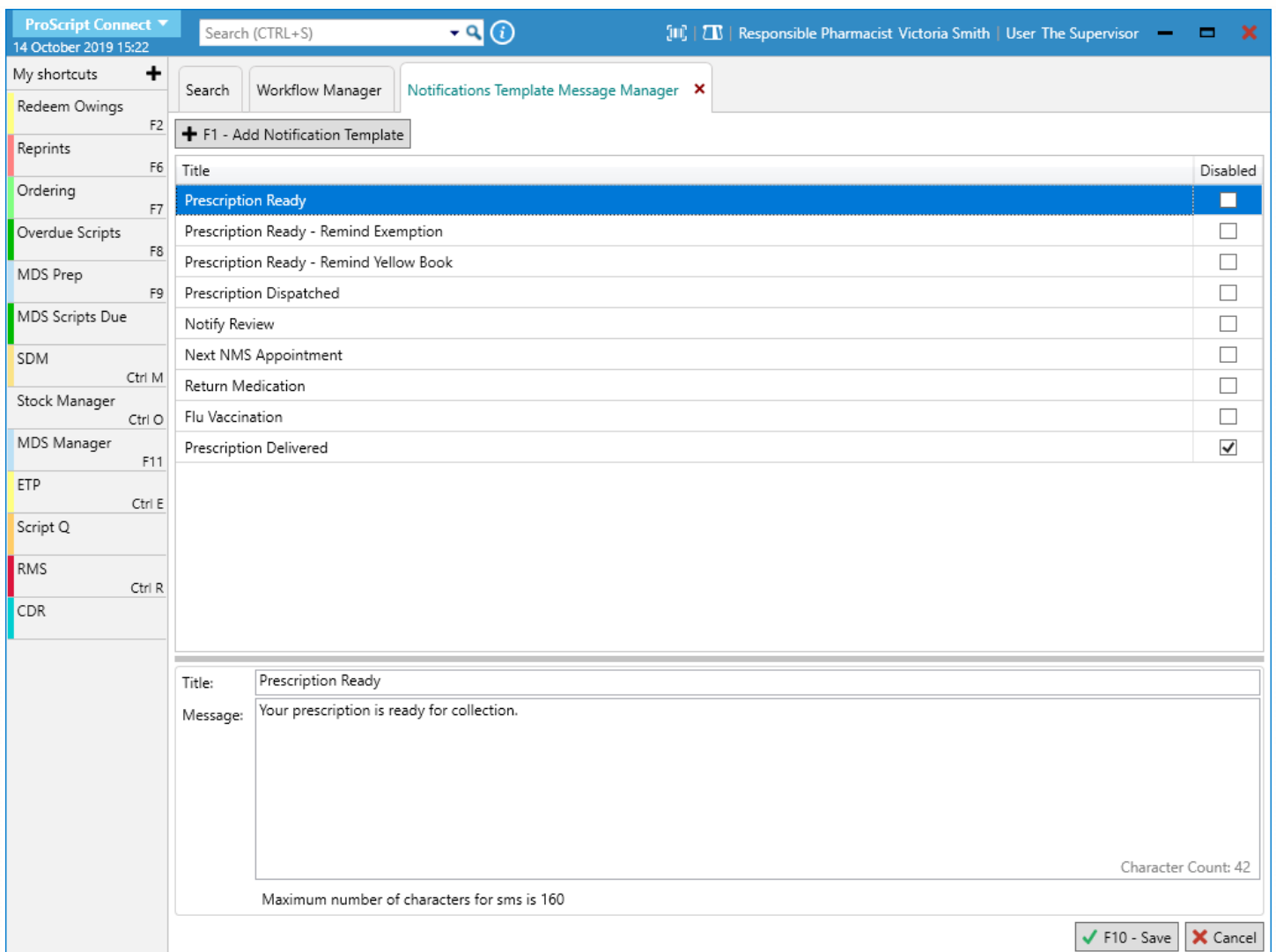

3. Once all your changes have been made, select the **[F10 – Save]** button. The deactivated template(s) will no longer appear in the Send Notification window.

Enabling a Notification Template

1. To begin, open the Notifications Template Message Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Notifications Template Message Manager* menu item.

2. The Notifications Template Message Manager opens in a new tab and displays a list of all your notification templates. Locate the disabled template(s) you wish to enable and deselect the corresponding *Disabled* tick box(es).

3. Once all your changes have been made, select the **[F10 – Save]** button. The reactivated template(s) will now appear in the Send Notification window.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	31 March 2020		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

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