

## **BASIC UNIT 3 EXERCISE** (B)

### **NOTIFICATION**

*Personal Settings screen, Notification Preferences tab.*

1. Set Message Defaults and Notification Preferences:
  - Check that earliest Message Date is set to 4 days ago.
  - Make sure that the boxes for Action and No Action to **Show Pop-Up Dialog Box for** are **NOT** checked.

*Personal Settings screen, Dispatch Notification Settings tab.*

2. Set Notification Preferences for Requests with Action Required (Aircraft, Crews, Equipment and Overhead):
  - Enter Request
  - Place Request
  - Unable to Fill Request
  - Unfill
3. Set Notification Preferences for Requests with No Action Required (Aircraft, Crews, Equipment and Overhead):
  - Cancel Unable To Fill
  - Change Request
  - Change Travel Information
  - Fill Request
  - Place Request
  - Release Resource
  - Tentative Release
4. Set Notification Preferences for Incidents:
  - Aircraft Hazards
  - Frequency
  - Header Information
  - Reload Base

*Personal Settings screen, Admin Notification Settings tab.*

5. Set Notification Preferences for Admin with No Action Required:
  - Remove Aviation Hazard