

# Notification User Guide

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## Revisions

Date	Description
8/11/2020	Initial documentation for the application user guide.

## Overview

The Notification application is a web-based application that is used to create grouped notifications that can be shared with others. The purpose of the Notification is to address specific issues that can be viewed by others by using the built-in viewer or embedding into a site using the provided Rest API.

The Notification can be accessed using the following supported web browsers:

- Chrome
- Firefox
- Edge Chromium
- Safari

URL: [apps2.mohavecounty.us](https://apps2.mohavecounty.us)

Pasting the following URL: apps2.mohavecounty.us on your browser address bar and select the Notification Tile option.



**Note:** If you haven't been granted access, contact the Help Desk by email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call at ext 4537 or call the Help Desk at (928) 753-0740 and request access to the Notification Application.

## User Access

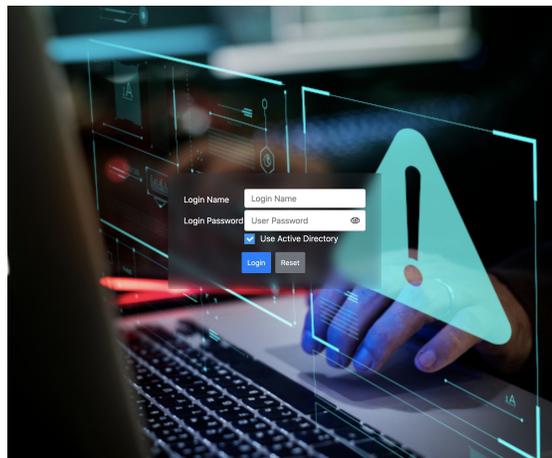
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Access to the application can only occur with an Active Directory user who is given access to the application. Any application user with Administrator access can add or remove users' access from the application. The Administrator can also grant or revoke a user's Administrator rights.

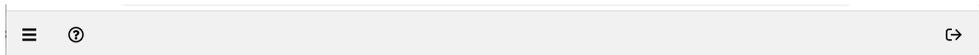
**Note:** If you require access and not an Administrator, please contact the Help Desk by email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call at ext 4357 or call the Help Desk at (928) 753-0740.

## Application Login

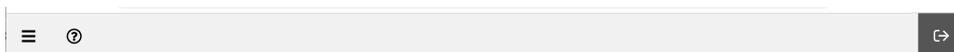
Once granted access, you can load the application by going to the URL apps2.mohavecounty.us and selecting the Notification tile option. Once chosen, the login screen will be displayed, which will require your Windows Login (Active Directory Credentials).



Upon successful login, the user will be brought to the main application screen.



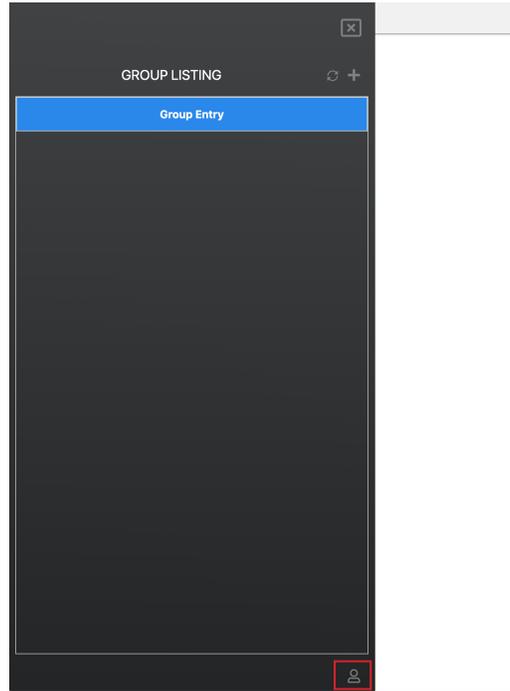
## Application Logoff



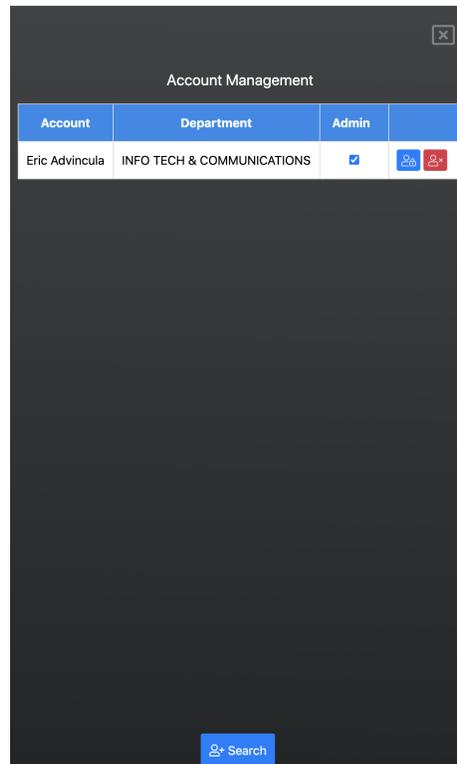
To successfully logoff, the application only requires that you click on the button  located at the top right corner of the application. Once logged off, the application will bring you back to the main site.

### Providing Access

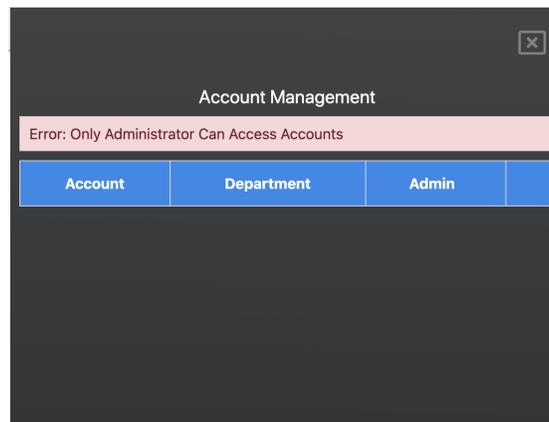
A user with administrator access to the application can add, remove, and modify other users to the application. The process of administering users begins by selecting the account icon located on the group slide-out panel. Opening the group listing panel can be accomplished by choosing the  located on the toolbar, which will open the group panel on the left side of the application.



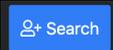
On the lower right side of the panel will be a button  that opens the account management panel.

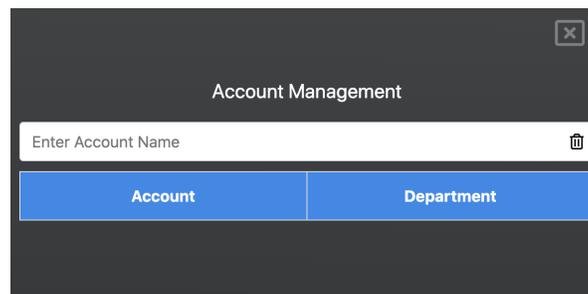


**Note:** If your account doesn't have administrator access, then you will be given be shown an error message indicating that administrator access is required.



### Adding A New Account

To add new user access to the application, select the button  Search to open the search portion of the account management panel.



Entering the user name will display all matches to the account name pattern.

**Note:** Only a partial name is required. For example, if searching for the user, Eric Smith requires either entering only "eri," "eric," "smi," "smith," or any combination. Within 5 seconds, after the user stops entering text, the search process will continue.

Account	Department
Eric Birks	INFO TECH & COMMUNICATIONS
Eric A. Birks	
Eric Advincula	INFO TECH & COMMUNICATIONS
Erica Birks	Lake Havasu Consolidated Court
Eric Oliva	Probation
Erica Ruyg	SHERIFF
Eric Russell	Probation - Juvenile Detention Center
Ericka Clayton	Lake Havasu Consolidated Court
Shade Frederick	Superior Court Administration
Graceanne Roderick	Superior Court Clerk of the Court
Eric Oliva	PROBATION
Eric Gordon	Superior Court Judges and Staff
Eric Watson	
Eric J. Advincula	
Beverly Vericker	RECORDER
Erica Robles	ASSESSOR

Selecting the user will automatically grant them access to the application and revert back to the panel of allowed users access.

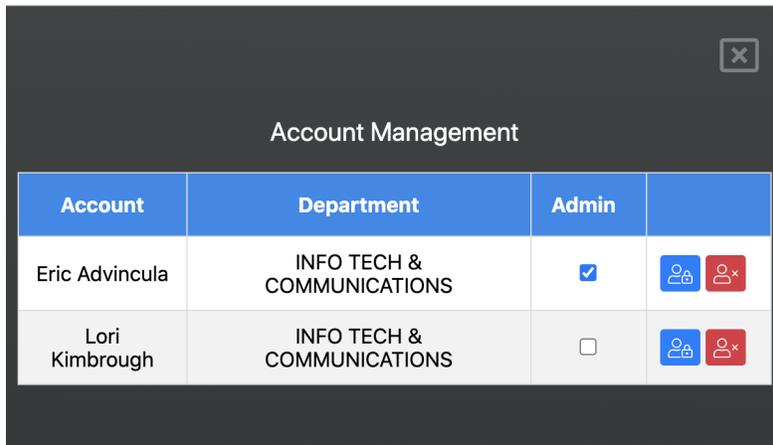
**Note:** By default, a newly added user will be granted access to all modules with full access. Administrators can modify user access as described in the section "[Editing Non Administrator Application Access.](#)"

**Granting Administration Access**

A user with administrator access can add, modifying, and removing other users from accessing the application. To grant a user as an administrator, select the checkbox under the column "Admin," where the application will automatically update the users' access.

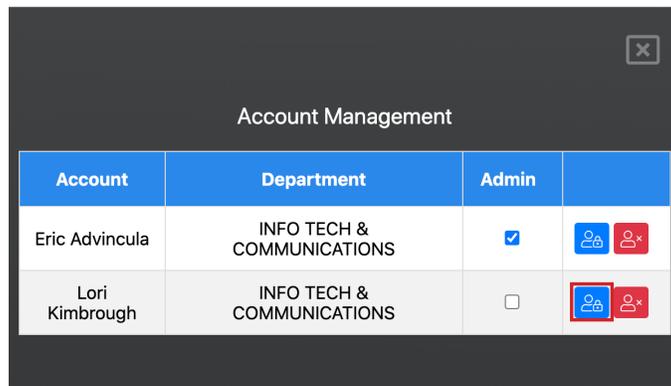
Account	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	 
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	 

To remove a user's administration access requires un-checking the checkbox under the "Admin" column to remove the users' access.



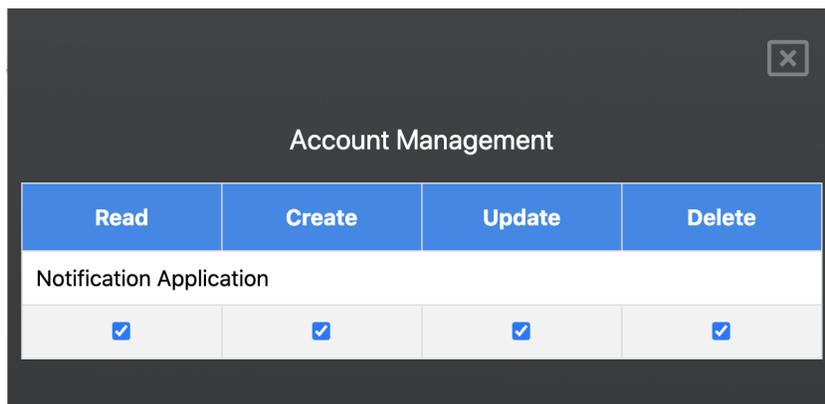
**Note:** Only grant a user administrator access if that person will be responsible for adding, modifying, and removing other users.

**Editing Non Administrator Application Access**



Non-administrator users can have their access modified to meet the access that the user requires. Clicking on the button will open the access panel in which the users' account access can be gradually modified on a per-module base.

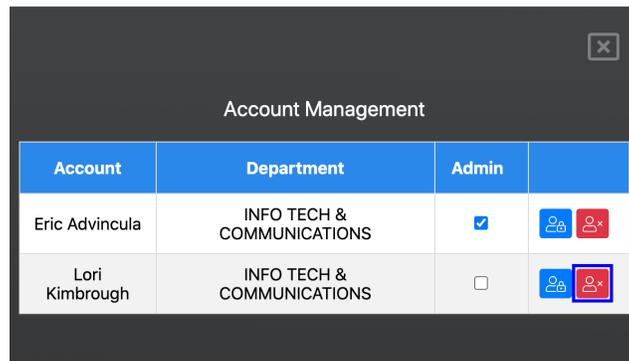
**Note:** Users with "Admin" access have no need to change modification access since an administrator has full access.



Column	Description
Read	Gives the user read-only access to the application. This user can navigate throughout the application.  <b>Except for administrator requirements</b>

Create	Grants the user access to create entries. <b>Except for administrator requirements</b>
Update	Grants the user access to update existing entries. <b>Except for administrator requirements</b>
Delete	Grants the user access to delete entries. <b>Except for administrator requirements</b>

## Removing Users



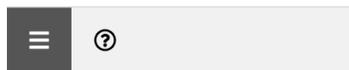
Removing a user from access to the application requires clicking on the button  to remove the user.

**Note:** Only administrators will have access to remove users.

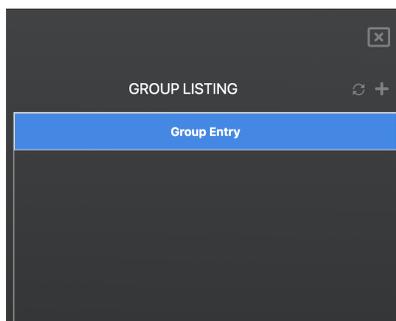
## Notification Group

The applications' group is the primary method of using the application. The application group is a way of grouping a specific set of notifications to be shared with others. As an example, group-specific for emergency alerts on pandemics allows authors the ability to create pandemic entries in this group that can then be shared with others.

## View Group Listing



To view or create existing groups, you first have to select the icon  to open the group slide-out panel located on the left of the browser.



## Creating A Group



Creating a new notification group begins by clicking on the button  located on the top right corner of the group listings side out panel. Once selected, the group information slide-out panel will be located on the right side of the application.

NOTIFICATION INFORMATION

Group ID:

Group Name:

Description:

Completing the new group requires entering information on the following fields:

- Group Name
- Description

**Note:** The field "Group ID" once saved will contain the ID that will be used in the viewer or REST API Services and is a read-only field that is auto-populated once the group is saved.

NOTIFICATION INFORMATION

Group ID:

Group Name:

County Website Alert Notifications

Description:

This group will be used in the Mohave County Website home page notification section to notify the public of alerts as it happens.

Save

Once the fields are completed clicking the  button will complete the creation of the group.

Group: County Website Alert Notification

Title: Ridge Fire Updates Save

Tools File Edit Insert View Format Table

The Bureau of Land Management plans to extend the closure of the area burned by the Pine Ridge Fire to all public use due to... All motorized vehicles, mechanized vehicles, and foot travel entry will be restricted during the temporary closure, which will run... The BLM will post closure signs at the main entry points to this area. An Incident Information System web page has been set up... information from BLM regarding the Ridge Fire. A Public Information Map for the Ridge Fire as a PDF is available below.

NOTIFICATION INFORMATION

Group ID: e9c17870-bf93-c3a8-8b98-928a19089922

Group Name: County Website Alert Notifications

Description: County Website Alert Notifications

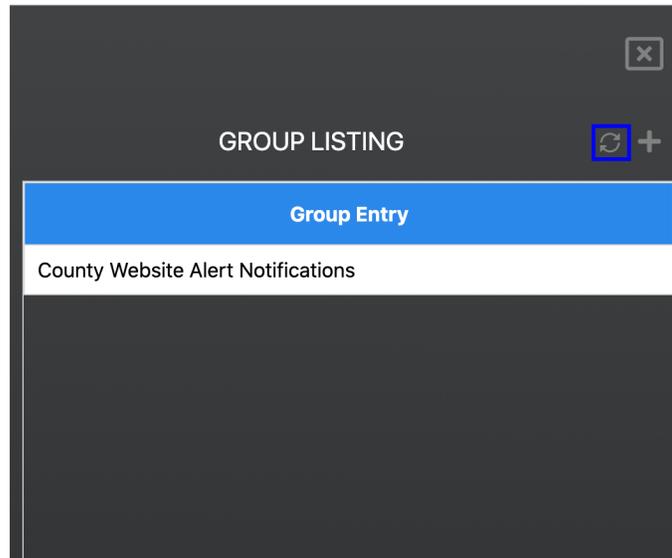
Delete Save

GROUP LISTING

Group Entry

County Website Alert Notifications

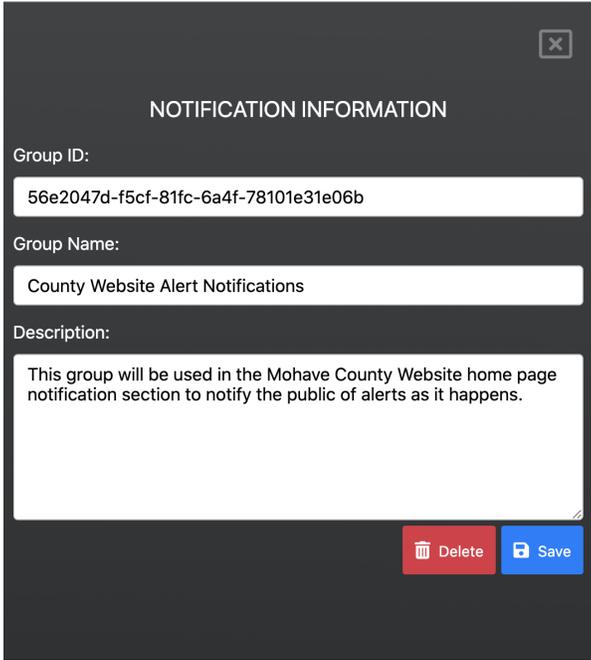
Clicking on the button  in the group listing slide-out panel will refresh the list of existing groups.



## Modifying Group



In cases where the group information needs to be modified, the user must first select the group from the list of groups slide-out panel to choose the group in question. Once loaded, clicking on the button  located on the toolbar will open the group slide-out panel from the right side of the application.



Once the change to either "Group Name" and/or "Description" is completed, click on the  button to update the group information.

**Note:** The group ID is a unique ID for the group and cannot be changed once it has been created.

## Deleting A Group

In situations where a group is no longer required, the user can quickly delete the selected group—using the same steps when making modifications to a group chosen except clicking on  the button to remove the group and all its notifications.

## Notification Group Entry

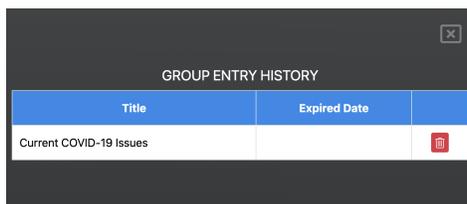
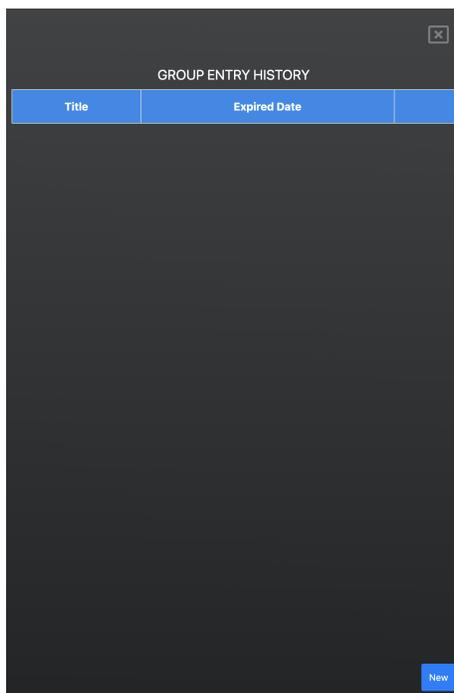
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The group entry screen is used to create notifications for the selected group. The notification entry is the method to document the subject matter that will be read by the public. Each notification entry active lifespan can be controlled independently and will be detailed in the current section of the document.

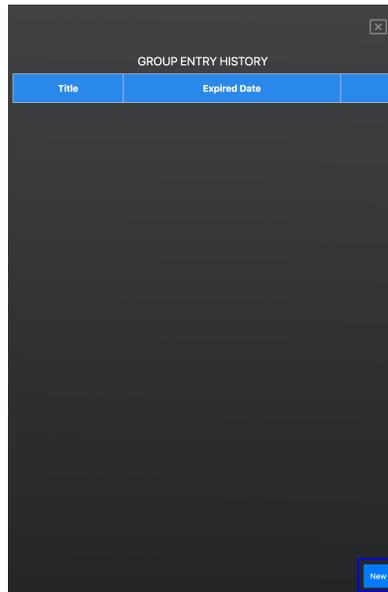
## Entry History Listing



Group notifications entries can be accessed by clicking on  the button. Once selected, the entry listings will be shown on the right side of the application. This panel will contain all existing entries that have been created for the specified group.



## Create New Group Entry



Located on the group entry history slide-out panel is the **New** button that will allow the user to create a new group entry. Once selected, the main entry screen will be displayed.

A screenshot of the main entry screen. At the top, there is a "Title:" field with the placeholder text "Enter Notification Entry Title" and a blue "Save" button to its right. Below the title field is a rich text editor with a menu bar containing "Tools", "File", "Edit", "Insert", "View", "Format", and "Table". The menu items include icons for undo, redo, paragraph style, font size (16px), font family (Open Sans R...), bold (B), italic (I), underline (U), text alignment (left, center, right, justified), list creation (bulleted, numbered), link, unlink, and text color. Below the editor is a settings section with two tabs: "General" and "Attachment". Under the "General" tab, there are three options: "Notification When Empty" (checkbox), "Expiration:" (text field with "mm/dd/yyyy" and a calendar icon), and "Order At Top" (checkbox).

The title and content area are required for each group entry leaving the name and content entry will result in a toast explaining the error.



### General Tab Item

The "General" tab item contains the expiration information of the group entry. The expiration fields, if left blank, will indicate that the group entry will never expire and will be shown until an expiration date has been added.

The check field labeled "Order At Top" when checked will show an input field used to indicate the order in which the entry will be displayed in the viewer or via REST API from the top.

The check field labeled "Use When No Entries" is used as a notification to use when the current group has no existing notifications. Selecting the checkbox will disable the expiration and order on top fields.

The check field labeled "Alert Flag" is used as an indicator only. It has no effect on the way the application works. This field used with the REST API allows developers to make special views if the field is checked off.

**Note:** Entries with the same value in which it will be displayed on the top will be shown in the ordered the entry was created.

### Attachment Tab Item

The "Attachment" tab item is used to include attachments for the current group entry. The following describes the following steps:

- Adding Attachment
- Viewing Attachment
- Deleting Attachment

#### Adding Attachment

Steps required to add attachments is as follows:

1. Enter a label for the attachment
2. Select the file that will be added to the attachment
3. Click on the "Add" button to upload and add the attachment entry

#### Modify Attachment Label

Title	File	
Public Information Map for the Ridge Fire Map	RidgeFire8-26-2020.pdf	  

To modify the a particular attachments label, clicking on the  button will change the title entry from a read-only field to an editable field.

Public Information Map for the Ridge Fire Map	1	2 	3 
---	---	---	---

Steps required to edit are as follows:

1. Edit The label
2. Click on  to update the modifications to the attachment label
3. Click on  to close and disregard any modifications to the attachments label

### Viewing Attachment

Title	File	
Public Information Map for the Ridge Fire Map	RidgeFire8-26-2020.pdf	  

To view any particular attachment, clicking on the  button will open the file based on the associated viewer. As an example, a PDF will be open by the default PDF viewer. Compressed files like a Zip file will typically be downloaded as the default action.

### Deleting Attachment

Title	File	
Public Information Map for the Ridge Fire Map	RidgeFire8-26-2020.pdf	  

Deleting an attachment from the current group item consists of clicking on the  button. Once clicked, the attachment item will be removed from the list of attachments. Once the group entry has been completed, click on the  button to save the group entry information.

### Editing Group Entry

Active notifications can be modified by selecting the active entry in the "[History Listing](#)" slide-out panel. Once selected, modification to the entry can be made using the same steps found in the "[Create New Group Entry](#)." section of the document.

### Deleting Group Entry

GROUP ENTRY HISTORY		
Title	Expired Date	
This is for the empty notifications		
Current COVID-19 Issues		

When required, deleting an entry can be accomplished by loading the "[History Listing](#)" slide-out panel. Located next to each entry is the  button. Clicking on the button will remove the entry from being shown in the notifications for the specified group.

## Notification Viewer



The viewer allows a quick method for displaying a group notification without having to create custom code. The viewer is a public access viewer that can be used to quickly add access to any notification group. With the viewer, the user can create a notification group and embed the URL based on the link when clicking the button  which opens on a new tab the viewer for the current group.

