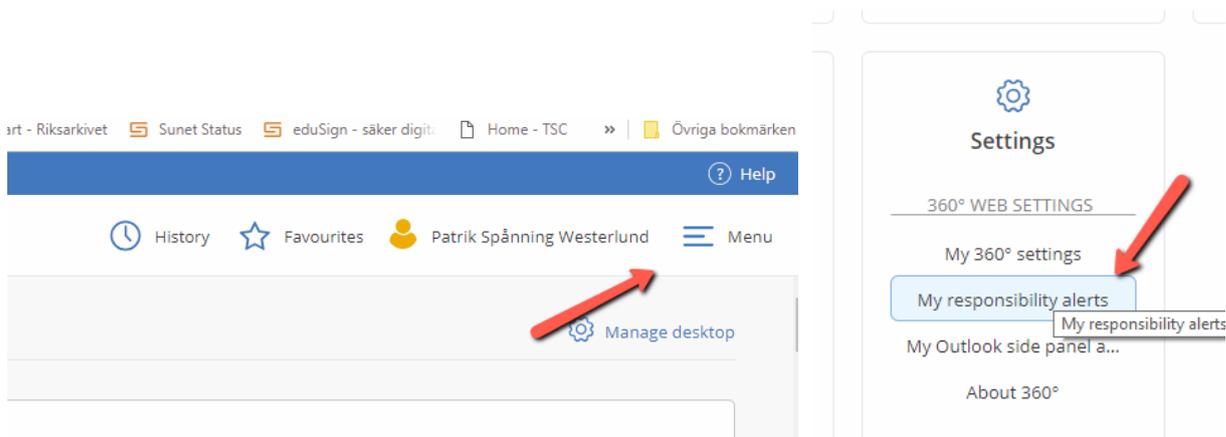
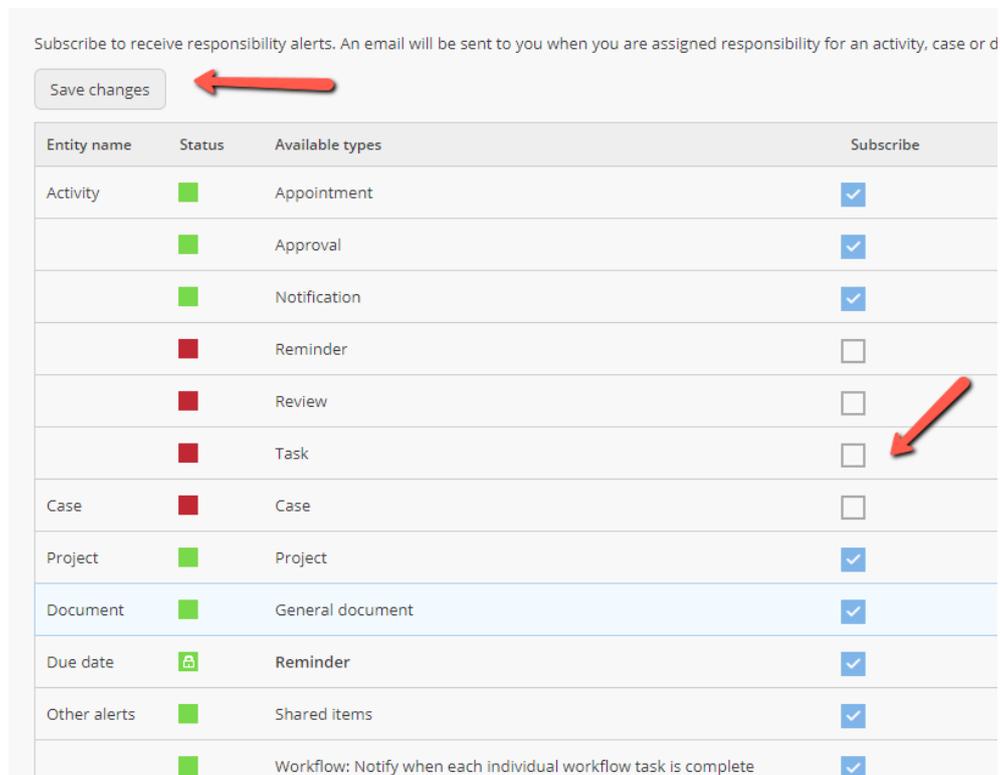


Quick guide on setting alerts in Public 360

1. You can subscribe to an automatic alert via mail when someone sends you a workflow or creates a new case for you in Public 360. To activate the alerts, click "Menu" and then choose "My responsibility alerts" under "Settings".



2. Tick the alerts you want to receive and click "Save changes".



3. The chosen alerts turn green, and you will get a mail if someone sends you a workflow or creates a case for you. You won't receive a mail if you create a workflow or activity for yourself. The alert for due date is permanently activated and cannot be turned off.

| | | | |
|--------------|---|------------------|---|
| Activity | ■ | Appointment | ✓ |
| | ■ | Approval | ✓ |
| | ■ | Notification | ✓ |
| | ■ | Reminder | ✓ |
| | ■ | Review | ✓ |
| | ■ | Task | ✓ |
| Case | ■ | Case | ✓ |
| Project | ■ | Project | ✓ |
| Document | ■ | General document | ✓ |
| Due date | 🔒 | Reminder | ✓ |
| Other alerts | ■ | Shared items | ✓ |

4. This is an example of a mail notifying you that you have an approval workflow to handle. The mail is currently in Swedish only but an English text will also be available in the future.

publictest_noreply@slu.se | Patrik Spänning Westerlund

Du har fått en ny arbetsflödesuppgift i 360°

Om meddelandet inte visas som det ska kan du klicka här för att visa det i en webbläsare.

360° Notifiering

Du har mottagit en ny uppgift från 360° för behandling i arbetsflöde: Godkännande.

Arbetsflöde : [Test av godkännadeflöde](#)

Bevakningsdatum :

Prioritet : Standard

Arbetsflöde notering :

Arbetsflöde historik :

| | | |
|-------------------------|--|--|
| Öppen | Patrik Spänning Westerlund Utfört av: | |
| Initierat 2021-12-13 | FCN p360test.01 Utfört av: | |