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## Configure Scheduled Notifications for Concerto

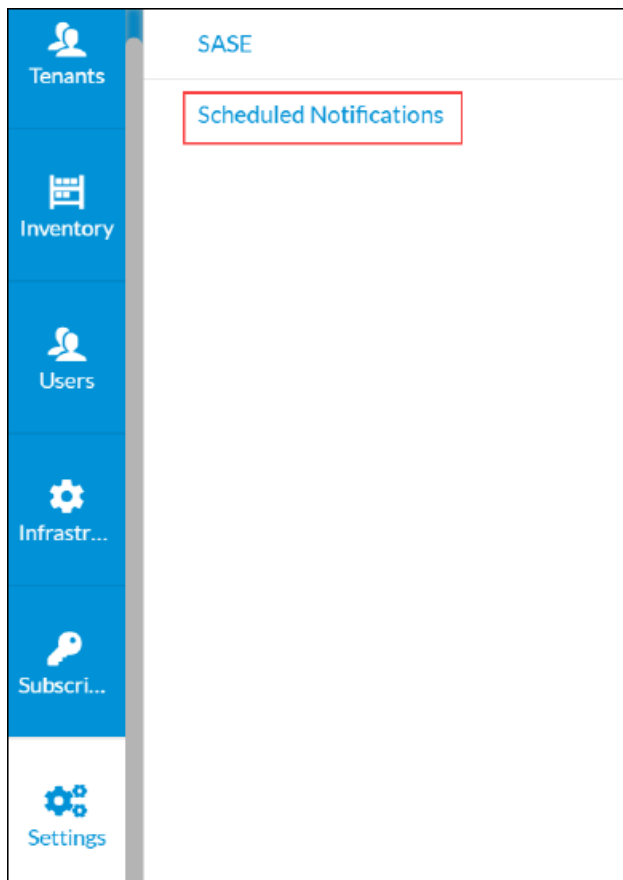
 For supported software information, click [here](#).

You can configure notifications that display when you log in to Concerto. These notifications, which you configure at the Concerto system level, are active and display in a notifications popup window during the configured time period. You can edit, delete, or mark as read a notification, and view a scheduled notification at any time.

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### Configure Scheduled Notifications

1. Go to Settings > Scheduled Notifications.



2. In the Scheduled Notifications screen, click + Add New Notification.

Tenants  
Inventory  
Users  
Infrastr...  
Subscri...  
Settings

Settings > Scheduled Notifications

Scheduled Notifications

Scheduled Notifications

Search

+ Add New Notification

Edit

Delete

Title	Notification Message	Time Range	Infrastructure Type	Infrastructure Name	LastModified
No Data					

3. In the Create Notification popup window, enter information for the following fields.

## Create Notification

Notification description

Notification title

Enter notification title.

Notification message

Enter notification message.

Active Time Period

From

dd-mm-yyyy

Time

01

:

00

AM

To

dd-mm-yyyy

Time

01

:

00

AM

Infrastructure Info

Infrastructure Type

DIRECTOR

Infrastructure Name

Director1

Dum-VDir3

Cancel

Save

Field	Description
Notification Title	Enter a name for the scheduled notification.
Notification Message	Enter the text of the message to include in the notification.
Active Time Period (Group of Fields)	

Field	Description
◦ From	Enter a start date in the day-month-year format <i>dd-mm-yyyy</i> , or click the Calendar icon and select a date.
◦ Time	Enter a start time in the hour-month format <i>hh:mm</i> , and then select a.m. or p.m.
◦ To	Enter an end date in the day-month-year format <i>dd-mm-yyyy</i> , or click the Calendar icon and select a date.
◦ Time	Enter an end time in the hour-month format <i>hh:mm</i> , and then select a.m. or p.m.
Infrastructure Info (Group of Fields)	
◦ Infrastructure Type	Select the infrastructure type: <ul style="list-style-type: none"> <li>◦ Concerto</li> <li>◦ Device</li> <li>◦ Director</li> <li>◦ Tenant</li> </ul>
◦ Infrastructure Name	For all infrastructure types except Concerto, select an infrastructure name.

- Click Save. The new notification displays in the Scheduled Notifications screen.

Tenants

Inventory

Users

Infrastr...

Subscri...

Settings

Settings > Scheduled Notifications

Scheduled Notifications

Scheduled Notifications



[+ Add New Notification](#)
[Edit](#)
[Delete](#)

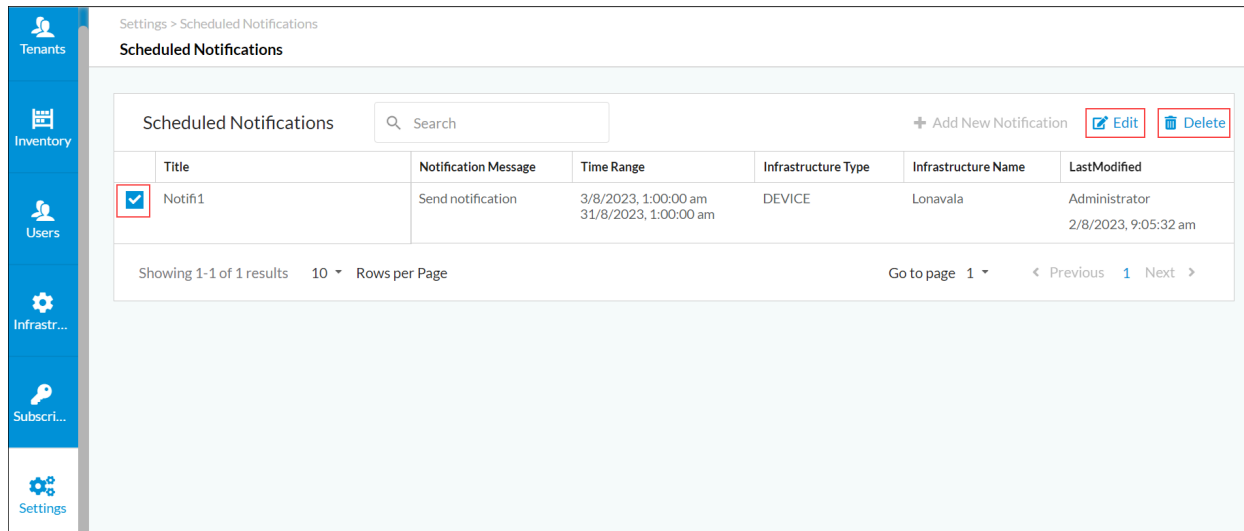
	Title	Notification Message	Time Range	Infrastructure Type	Infrastructure Name	LastModified
<input type="checkbox"/>	Notif1	Send notification	3/8/2023, 1:00:00 am 31/8/2023, 1:00:00 am	DEVICE	Lonavala	Administrator 2/8/2023, 9:05:32 am

Showing 1-1 of 1 results
 10 Rows per Page
 Go to page 1
 < Previous 1 Next >

## Manage Scheduled Notifications

After you create a scheduled notification, a Notifications popup for the scheduled notifications displays when you log in to Concerto.

To edit or delete a notification, select the notification, and then click the  [Edit](#) Edit or  [Delete](#) Delete icon.



Settings > Scheduled Notifications

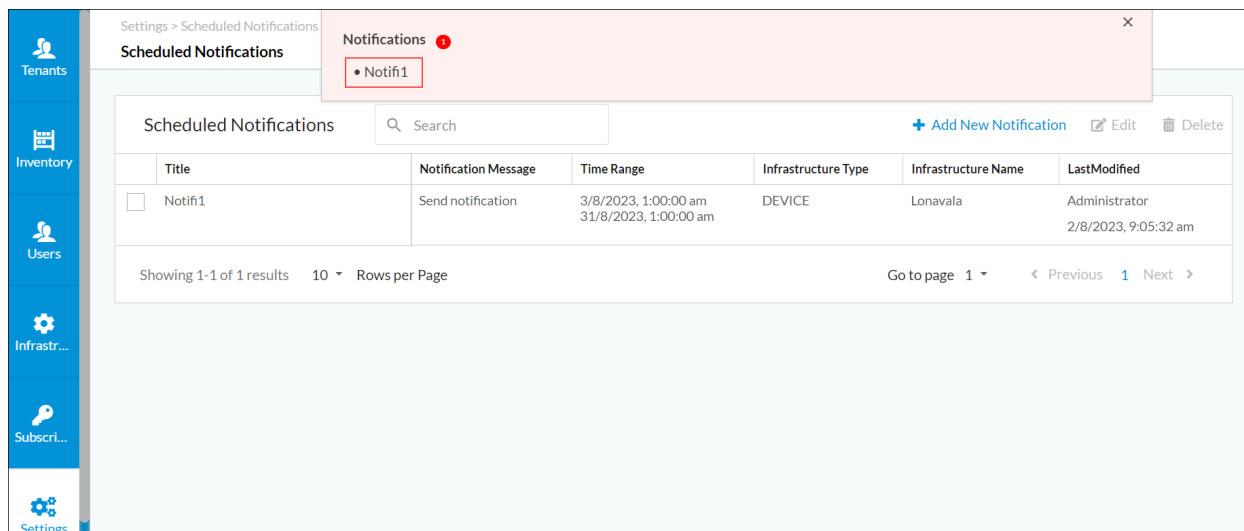
### Scheduled Notifications

Scheduled Notifications  [+ Add New Notification](#) [Edit](#) [Delete](#)

	Title	Notification Message	Time Range	Infrastructure Type	Infrastructure Name	LastModified
<input checked="" type="checkbox"/>	Notifi1	Send notification	3/8/2023, 1:00:00 am 31/8/2023, 1:00:00 am	DEVICE	Lonavala	Administrator 2/8/2023, 9:05:32 am


Showing 1-1 of 1 results 10 Rows per Page Go to page 1 < Previous 1 Next >

To view scheduled notifications, in the Notifications popup window, click the notification title.



Settings > Scheduled Notifications

### Scheduled Notifications

Notifications 

- Notifi1

Scheduled Notifications  [+ Add New Notification](#) [Edit](#) [Delete](#)

	Title	Notification Message	Time Range	Infrastructure Type	Infrastructure Name	LastModified
<input type="checkbox"/>	Notifi1	Send notification	3/8/2023, 1:00:00 am 31/8/2023, 1:00:00 am	DEVICE	Lonavala	Administrator 2/8/2023, 9:05:32 am

Showing 1-1 of 1 results 10 Rows per Page Go to page 1 < Previous 1 Next >

To mark a notification as read, in the Notifications popup window, click the toggle button, and then click Close. The notifications popup window closes.

# Notifications

Notifi1

Mark As Read

From: 2023-08-02 19:30:00 - To: 2023-08-30 19:30:00

Send notification

Close

To view the scheduled notifications that have been marked as Read, in the Administrator drop-down menu, select Notifications.

VERSA NETWORKS

SETTINGS

Asia/Calcutta

English

Administrator

Service Provider Administrator

Tenants

Inventory

Users

Infrastr...

Subscri...

Settings

Settings > Scheduled Notifications

Scheduled Notifications

Scheduled Notifications

Search

Title	Notification Message	Time Range	Infrastructure Type	Infra
<input type="checkbox"/> Notifi1	Send notification	3/8/2023, 1:00:00 am 31/8/2023, 1:00:00 am	DEVICE	Lon

Showing 1-1 of 1 results   10 Rows per Page

Default Lifecycle

VIEW

Idle Timeout (mins)

300

Change Password

Account Settings

Upload Logo

Cancel Transaction

API Documentation

Notifications (1)

Logout

## Supported Software Information

Releases 11.4.1 and later support all content described in this article.