NOTIFICATION CONFIGURATION

Objective

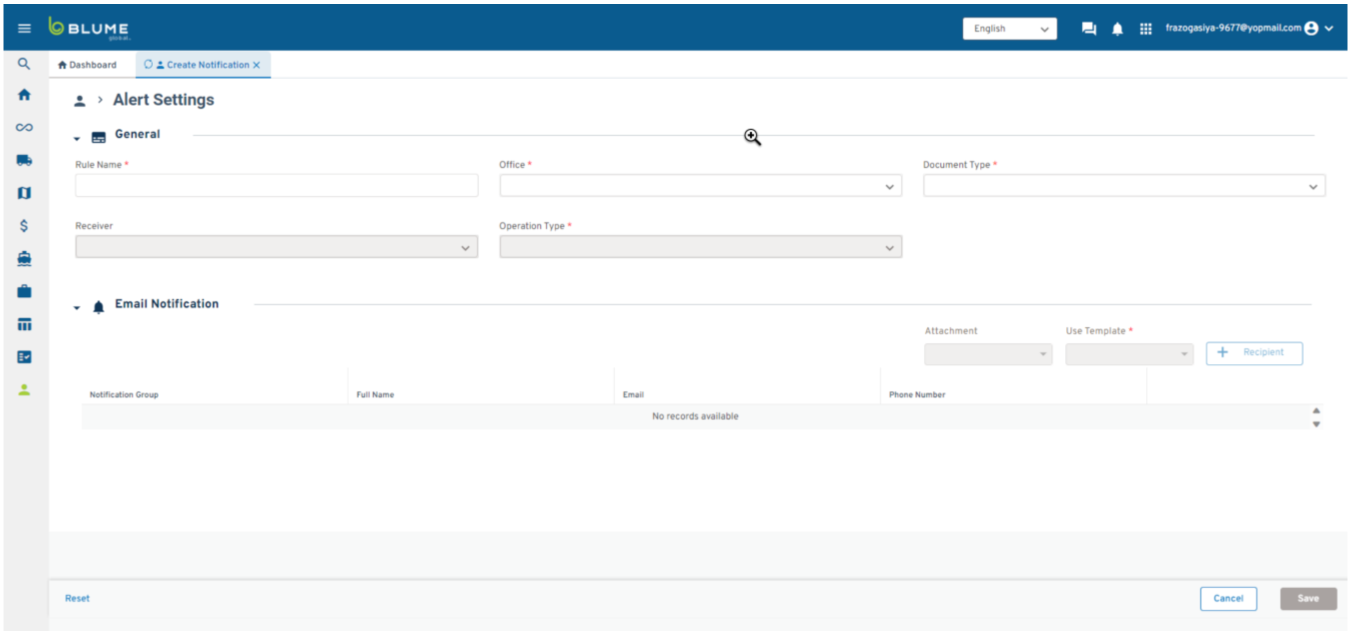
Effective communication is a cornerstone of logistics management, and timely notifications are crucial to ensuring smooth operations within the Blume Global platform. The Notification Setup feature allows you to create bespoke alert rules tailored to your organizational needs, ensuring that the right people are informed at the right time about important events and milestones.

Whether it's a status update on shipments, an alert for a new booking, or a reminder for upcoming deadlines, setting up notifications can drastically improve response times and operational efficiency. With the flexibility to define various aspects of the notification process, you can ensure that your team stays informed without being overwhelmed by unnecessary information.

In the sections that follow, you will be guided through each aspect of the Notification Setup process. You'll learn how to articulate the purpose of each notification through a clear rule name, designate the recipients who need to be informed, and specify the type of operations and documents that trigger these notifications. Additionally, you'll see how to customize the content of these notifications through templates and attach necessary documents, thereby providing comprehensive information at a glance.

By the end of this configuration, you will have established a robust notification system within the Blume platform that aligns with your operational workflows, enhances communication, and supports proactive management in your logistics operations.

Configuration Page



Procedure

1. **Rule Name:** Begin by entering a distinctive Rule Name for the notification rule. This should be descriptive and indicative of the notification's purpose, such as "Late Shipment Alert" or "New Booking Confirmation".

2. **Receiver**: Specify the recipient of the notification. This can be a user, a role, or a group within your organization that needs to be alerted when the rule is triggered.

3. **Office**: Select the office from a dropdown list that this notification rule applies to. This helps in customizing notifications based on the location or specific office operations.

4. **Operation Type**: Choose the type of operation that triggers this notification. This might include specific events within the logistics process such as shipments, bookings, or transport movements.

5. **Document Type**: Determine the type of document that will be associated with this notification. For example, if the notification pertains to shipments, you might select "Bill of Lading" or "Delivery Order".

6. **Email Notification**: Expand this section to configure email-specific settings.

7. **Notification Group**: Here, you can specify if there's a particular group (like a distribution list) that should receive the email notification.

8. **Full Name**: The full name of the individual recipient or group name might be autofilled or manually entered here.

9. **Email**: Enter the email address where the notification should be sent. This field may be used to confirm the email address or to input it if it's not pre-configured.

10. Phone Number: If SMS notifications are supported, a phone number may be entered here for text alerts.

11. **Attachment**: If the notification requires an attachment, such as a report or document, specify it here.

12. **Use Template**: Select a template for the notification message. Templates can be predefined messages that make setting up various notifications efficient and consistent.

13. **Recipient**: To add additional recipients, click the "+ Recipient" button. This allows you to configure multiple recipients for a single notification rule.

Once all fields have been filled out according to the specific requirements of the notification being set up, you would typically save the configuration by clicking the "Save" button. If you need to reset the form to its default state, you can use the "Reset" button.

Each of these fields must be accurately filled in to ensure that the right people receive the right notifications at the right time, streamlining communications and operational responses within the logistics workflow.