

# AVNS Screenshot Set Up Guide

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*Bundle number 225652*

## OVERVIEW

This document describes how the AVNS Screenshot is installed and what steps must be followed in order to set it up.

## SETUP GUIDE

The following sections must be done by a user with Administrator Responsibility.

### Bundle installation

Install bundle 225652 AVNS Screenshot->Alterview from the Repository.

### Prerequisites

All User Roles must have the permission List->Custom Record Entries (View)

The Browser must allow pop-ups

### Administrator Setup

The bundle has two inactive search templates that needs to be customized and Saved as the company's own alerts.

#### ***Screenshot Message Alert New Message (customsearch\_avns\_ss\_m\_alert\_on\_create)***

The search sends an email-alert when a message is created.

- Edit the search and add all employees as recipients under the subtab *Specific Recipients* and change the name of the search and choose **Save as**
- On the email tab, change the Reply to address to a No Reply address in your company
  - **FROM:** "noreply" <{email\_address }>
- The user can unsubscribe to this search by changing the value in personal settings – Set preferences - Alerts

#### ***ScreenShot Message - Weekly notification (customsearch\_avns\_ss\_m\_alert\_weekly)***

The search sends an email-alert weekly to reminder the user if there are any unread messages in the users inbox.

- Edit the search and change the name of the search and choose **Save as**
- On the email tab, change the Reply to address to a No Reply address in your company
  - **FROM:** "noreply" <{*email\_address* }>