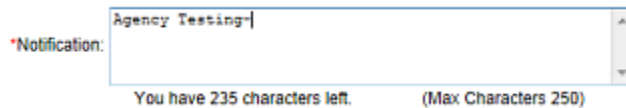


Push Notifications

Note: Push notifications are used to send quick, short messages when the use of a form or content template is not required.

From the Dashboard:

1. Select the icon you have chosen for your 'Push Notifications'.
2. Type your message in the notification box following your pre-populated name. Note: There is a limit of 250 characters.


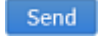


A screenshot of a web form for sending push notifications. It features a text input field with the placeholder text "Agency Testing-|". To the left of the field is the label "*Notification:". Below the field, a status message reads "You have 235 characters left. (Max Characters 250)".

3. If you would like to push your notification at a later time, select the radio button by 'Schedule On',



A screenshot showing the scheduling options for a push notification. There are two radio buttons: "Send Now" and "Schedule On". The "Schedule On" option is selected, indicated by a red arrow. Below the "Schedule On" radio button is a date and time selection interface. It includes a text input field with the placeholder "(MM/DD/YYYY)", followed by dropdown menus for "Hour", "Minutes", and "AM". To the right of these fields is the text "fill in the date and time you want to send it and click 'Send'". A blue "Send" button is visible to the right of the text.

4. If you want it sent immediately choose the radio button by ' Send Now';  ☒ Send Now ☐ Schedule On and click 'Send'. 
5. An alert will sound on the user's smart device with the notification that directs them to your App to view the notification.
6. **Note:** You may also push notifications from any of your content and event calendar modules. See the Help Menu for more information.