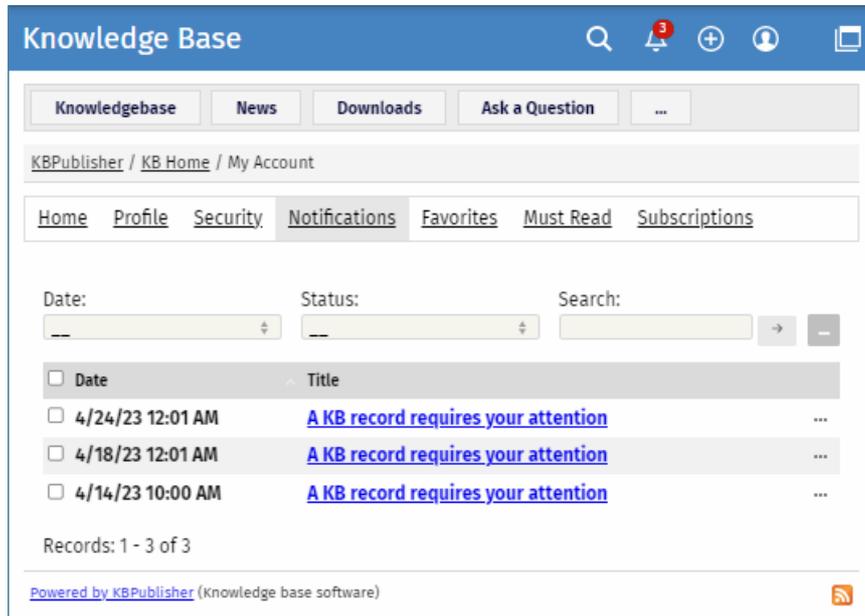


# Managing Notifications

On your personal profile page, in the **Notifications** section, you can view a list of all notifications that you have received recently. They serve as reminders that you have important information that requires your attention.

If you have new unread notifications, a badge with number appears on the icon in the top right corner. If you click the icon and select **View all**, you will be also taken to the **Notifications** section.



Knowledge Base

KBPublisher / KB Home / My Account

Home Profile Security **Notifications** Favorites Must Read Subscriptions

Date: Status: Search:

<input type="checkbox"/> Date	<input type="checkbox"/> Title	
<input type="checkbox"/> 4/24/23 12:01 AM	<a href="#">A KB record requires your attention</a>	...
<input type="checkbox"/> 4/18/23 12:01 AM	<a href="#">A KB record requires your attention</a>	...
<input type="checkbox"/> 4/14/23 10:00 AM	<a href="#">A KB record requires your attention</a>	...

Records: 1 - 3 of 3

Powered by KBPublisher (Knowledge base software)

Here you can filter notifications by their date and status. To find a notification, type key words in the **Search** field, and then click [→]. To sort notifications by their date, click the name of the **Date** column. Notifications will be sorted in the ascending or descending order.

You can do the following actions with one or multiple notifications:

- **View** in a separate window.
- **Mark as read** or **unread**. When you mark notifications as unread, a badge with number appears in the top right corner.
- **Delete** notifications from the list.

Article ID: 497

Last updated: 9 Feb, 2024

Updated by: Cherevko J.

Revision: 1

User Manual v8.0 -> Users -> My Account -> Managing Notifications

<https://www.kbpublisher.com/kb/entry/497/>