Viewing Queued Notifications

As a RiskVision administrator, you are able to view and perform actions on the queued notifications because the Queued Notification View permission is granted to the predefined Administrator role. If you need other users to access the Queued Notifications page, assign that user role with the Queued Notification View permission.

To view Queued Notifications:

1. In the Administration application, navigate to **Administration**> **Notifications**, and click the **Queued Notifications** tab.

2. The display shows all queued notifications, with columns for **Subject**, **Entity**, **Status**, **Create on**, **Assessment**, and **Description**. Click a column heading to sort the table by that column.

3. To view a subset of table rows, select from the **Filter By**drop down list. You can filter on **Subject**, **Entity**, **Status**, **Create on**, **Assessment**, and **Description**.

4. Click **Refresh** to display the current contents of the database if new notifications may have been added while you have been viewing the queue.