OLR Notification Editor (Prime)

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This documentation applies to the Online Registration Prime version.

Classic View: Census > Online Registration > OLR Setup > OLR Notification Editor

Search Terms: OLR Notification Editor

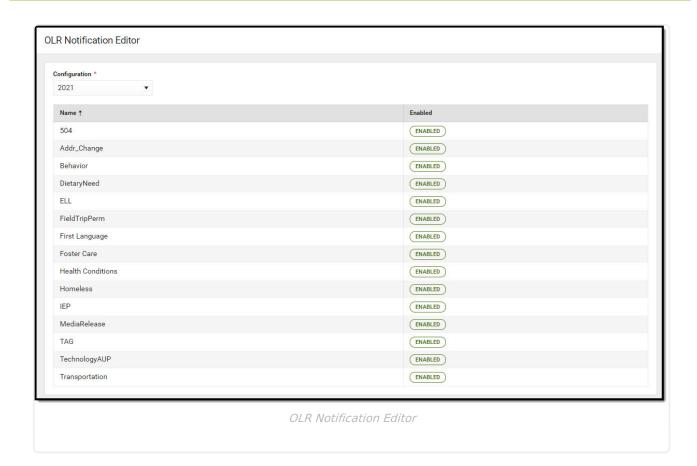Detail Editor Field Descriptions | Create a Notification | Default Notifications

The OLR Notification Editor allows you to create notifications based on any field that is used as a toggle in the OLR Builder.

Note: Notifications cannot be created for multi-select fields set up in the OLR Builder.
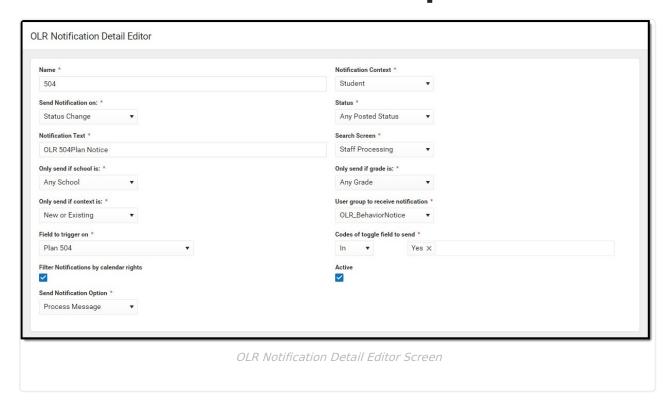
Notifications can be filtered by calendar; so, Campus only sends a notification if the user is in the user group and has rights to the school that is in the *Only send if school is:* dropdown list.

What can I do?	What do I need to know?
• Create a Notification	• Detail Editor Field Descriptions • Default Notifications

OLR Notification Editor

Detail Editor Field Descriptions

OLR Notification Detail Editor Screen

Field	Description
Name *Required*	Displays the name of the notification.
Notification Context *Required*	Indicates the type of notification being sent. A notification can be sent for students, for households, for addresses, etc.
Send Notification On *Required*	Indicates the situation in which a notification is sent. **Note:** If this option is set to "Student Processing - Student Processed", the notification will only be sent out if the student is assigned to the school first (using the Assign to School for Processing button) and then flagged as processed. This option only looks at the assigned school, not the enrolled school.
Status *Required*	Indicates the status of the application.
Notification Text *Required*	The subject of the email and/or process alert text.
Search Screen *Required*	Indicates in which processing section the user is sent when clicking the notification.
Only Send if School Is *Required*	Indicates when the notification is sent based on the school chosen on the application.
Only Send if Grade Is *Required*	Indicates when the notification is sent based on the grade level chosen on the application.
Only Send if Context Is *Required*	Indicates when the notification is sent based on the application being for a new student, an existing student, or both.
User Group to Receive Notification *Required*	Indicates which user group receives the notification.
Field to Trigger On	This is the field from the OLR application that when populated causes the notification. **This field is required when Student is selected in the Notification Context dropdown list.**

Field	Description
Codes of toggle field to send	These are the values that cause or prevent the notification. | **If you select...**	**Then...**
In	only the values you select cause a notification to be sent.
Not In	every value *except* the values you select cause a notification to be sent. | **This field is required when Student is selected in the Notification Context dropdown list.**
Filter Notifications by Calendar Rights	When marked, indicates the notification is only sent to those with rights to the school(s) of the student or application depending on the notification context.
Active	When marked, indicates the notification is currently active.
Send Notification Option	A process message, an email, or both can be sent as desired.

Create a Notification

1. Click the **New** button.
   Result: The **Field Detail** editor displays.
2. Enter or select the values in the required fields.
3. Enter or select the values for the non-required fields. *(optional)*
4. Click the **Save** button.
   Result: The new notification is listed in the **OLR Notification Editor**.

Default Notifications

The following notifications are automatically available for districts that start using Online Registration with OLR version 6.0.37 or later.

Notification	Notification Sent On	Field Triggered On
OLR School Assigned	Student Processing - School Assigned	Any
OLR Application Submitted	Status Changes	Any

Notification	Notification Sent On	Field Triggered On
New Medications	Status Change	Medication Added
New Health Conditions	Status Change	Health Condition Added