

# OLR Notification Editor (Prime)

Last Modified on 12/14/2025 8:45 pm CST

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This documentation applies to the Online Registration Prime version.

Tool Search: OLR Notification Editor

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

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?
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OLR Notification Editor ☆

System Settings > Online Registration Setup > OLR Notification Editor

Related Tools ^

Configuration (Required)

25-26 Open Enrollment ▼

Name ↑	Enabled
Health Conditions	NOT ENABLED
Health Medications	NOT ENABLED
OLR Application	NOT ENABLED
OLR Special Ed	NOT ENABLED

New

OLR Notification Editor

## Detail Editor Field Descriptions

OLR Notification Editor ☆

[System Settings](#) > [Online Registration Setup](#) > [OLR Notification Editor](#)

Related Tools ^

Name (Required)

504

Send Notification On (Required)

Status Change

Notification Text (Required)

Only Send For School (Required)

Any School

Only Send For Context (Required)

New or Existing

Field To Trigger On (Required)

Filter Notifications By Calendar Rights

☐

Send Notification Option (Required)

Process Message

Notification Context (Required)

Student

Status (Required)

Any Submitted Status

Search Screen (Required)

Application Processing

Only Send For Grade (Required)

Any Grade

User Group To Receive Notification (Required)

Codes Of Toggle Field To Send (Required)

In

Select Items...

Active

☐

Save

Cancel

OLR Notification Detail Editor Screen

Field	Description
<b>Name</b> <i>Required</i>	Displays the name of the notification.
<b>Notification Context</b> <i>Required</i>	Indicates the type of notification being sent. A notification can be sent for students, for households, for addresses, etc.
<b>Send Notification On</b> <i>Required</i>	Indicates the situation in which a notification is sent. <b>Note:</b> 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.
<b>Status</b> <i>Required</i>	Indicates the status of the application.
<b>Notification Text</b> <i>Required</i>	The subject of the email and/or process alert text. The maximum character limit is 180 characters.  If the Notification Text reaches its character limit and the student's name is long, the notification will begin to truncate.

Field	Description						
<b>Search Screen</b> <i>Required</i>	Indicates in which processing section the user is sent when clicking the notification.						
<b>Only Send For School</b> <i>Required</i>	Indicates when the notification is sent based on the school chosen on the application.						
<b>Only Send For Grade</b> <i>Required</i>	Indicates when the notification is sent based on the grade level chosen on the application.						
<b>Only Send For Context</b> <i>Required</i>	The Only Send For Context field sends notifications based on a New or Existing status, but the meanings of those statuses depend on the Notification Context field. For example, if the Only Send For Context field is New and the Notification Context field is Application, then the notification will ONLY send for New Applications (just applications submitted via Email/Kiosk links). If the Only Send For Context is New and the Notification Context field is Student, then the notification will send if the student was submitted via the Portal and is a new student, or if the application was submitted via the Email/Kiosk link.						
<b>User Group to Receive Notification</b> <i>Required</i>	Indicates which user group receives the notification.						
<b>Field To Trigger On</b>	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.						
<b>Codes of toggle field to send</b>	<p>These are the values that cause or prevent the notification.</p> <table> <tr> <th>If you select...</th><th>Then...</th></tr> <tr> <td><b>In</b></td><td>only the values you select cause a notification to be sent.</td></tr> <tr> <td><b>Not In</b></td><td>every value <i>except</i> the values you select cause a notification to be sent.</td></tr> </table> <p><b>This field is required when Student is selected in the Notification Context dropdown list.</b></p>	If you select...	Then...	<b>In</b>	only the values you select cause a notification to be sent.	<b>Not In</b>	every value <i>except</i> the values you select cause a notification to be sent.
If you select...	Then...						
<b>In</b>	only the values you select cause a notification to be sent.						
<b>Not In</b>	every value <i>except</i> the values you select cause a notification to be sent.						
<b>Filter Notifications By Calendar Rights</b>	When marked, it indicates that the notification is sent only to those with Calendar Rights to the school(s) of the student or application, depending on the notification context. If a user has at least one Calendar Right for the school, which may involve multiple calendars associated with the school, they will qualify for the notification.						
<b>Active</b>	When marked, indicates the notification is currently active.						

Field	Description
<b>Send Notification Option</b>	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
<b>OLR School Assigned</b>	Student Processing - School Assigned	Any
<b>OLR Application Submitted</b>	Status Changes	Any
<b>New Medications</b>	Status Change	Medication Added
<b>New Health Conditions</b>	Status Change	Health Condition Added