

# OLR Notification Editor (Prime)

Last Modified on 01/10/2025 10:18 am 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?   |
|---|---|
| <ul style="list-style-type: none"> <li><a href="#">Create a Notification</a></li> </ul> | <ul style="list-style-type: none"> <li><a href="#">Detail Editor Field Descriptions</a></li> <li><a href="#">Default Notifications</a></li> </ul> |

OLR Notification Editor

Configuration \*  
2021

| Name ↑            | Enabled |
|-------------------|---------|
| 504               | ENABLED |
| Addr_Change       | ENABLED |
| Behavior          | ENABLED |
| DietaryNeed       | ENABLED |
| ELL               | ENABLED |
| FieldTripPerm     | ENABLED |
| First Language    | ENABLED |
| Foster Care       | ENABLED |
| Health Conditions | ENABLED |
| Homeless          | ENABLED |
| IEP               | ENABLED |
| MediaRelease      | ENABLED |
| TAG               | ENABLED |
| TechnologyAUP     | ENABLED |
| Transportation    | ENABLED |

OLR Notification Editor

## Detail Editor Field Descriptions

OLR Notification Detail Editor

Name \*  
504

Notification Context \*  
Student

Send Notification on: \*  
Status Change

Status \*  
Any Posted Status

Notification Text \*  
OLR 504Plan Notice

Search Screen \*  
Staff Processing

Only send if school is: \*  
Any School

Only send if grade is: \*  
Any Grade

Only send if context is: \*  
New or Existing

User group to receive notification \*  
OLR\_BehaviorNotice

Field to trigger on \*  
Plan 504

Codes of toggle field to send \*  
In Yes X

Filter Notifications by calendar rights

Active

Send Notification Option \*  
Process Message

OLR Notification Detail Editor Screen

| Field  | Description   |
|--|---|
| <b>Name</b><br><i>Required</i>                               | Displays the name of the notification.  |
| <b>Notification Context</b><br><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><br><i>Required</i>               | Indicates the situation in which a notification is sent.<br><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><br><i>Required</i>                             | Indicates the status of the application.  |
| <b>Notification Text</b><br><i>Required</i>                  | The subject of the email and/or process alert text. The maximum character limit is 180 characters.<br><br>If the Notification Text reaches its character limit and the student's name is long, the notification will begin to truncate.   |
| <b>Search Screen</b><br><i>Required</i>                      | Indicates in which processing section the user is sent when clicking the notification.  |
| <b>Only Send if School Is</b><br><i>Required</i>             | Indicates when the notification is sent based on the school chosen on the application.  |
| <b>Only Send if Grade Is</b><br><i>Required</i>              | Indicates when the notification is sent based on the grade level chosen on the application.   |
| <b>Only Send if Context Is</b><br><i>Required</i>            | Indicates when the notification is sent based on the application being for a new student, an existing student, or both.   |
| <b>User Group to Receive Notification</b><br><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.<br><b>This field is required when Student is selected in the Notification Context dropdown list.</b>  |

| Field   | Description  |   |         |           |   |               |  |
|---|--|---|---------|-----------|---|---------------|--|
| <b>Codes of toggle field to send</b>  | These are the values that cause or prevent the notification.   |   |         |           |   |               |  |
|   | <table border="1"> <thead> <tr> <th>If you select...</th> <th>Then...</th> </tr> </thead> <tbody> <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> </tbody> </table> | 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>This field is required when Student is selected in the Notification Context dropdown list.</b> |  |   |         |           |   |               |  |
| <b>Filter Notifications by Calendar Rights</b>  | 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.  |   |         |           |   |               |  |
| <b>Active</b>   | When marked, indicates the notification is currently active.   |   |         |           |   |               |  |
| <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                |

| Notification                 | Notification Sent On | Field Triggered On     |
|------------------------------|----------------------|------------------------|
| <b>New Medications</b>       | Status Change        | Medication Added       |
| <b>New Health Conditions</b> | Status Change        | Health Condition Added |

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