OLR Notification Editor (Prime)

Last Modified on 09/15/2026 9:50 am CDT

This documentation applies to the Online Registration Prime version.

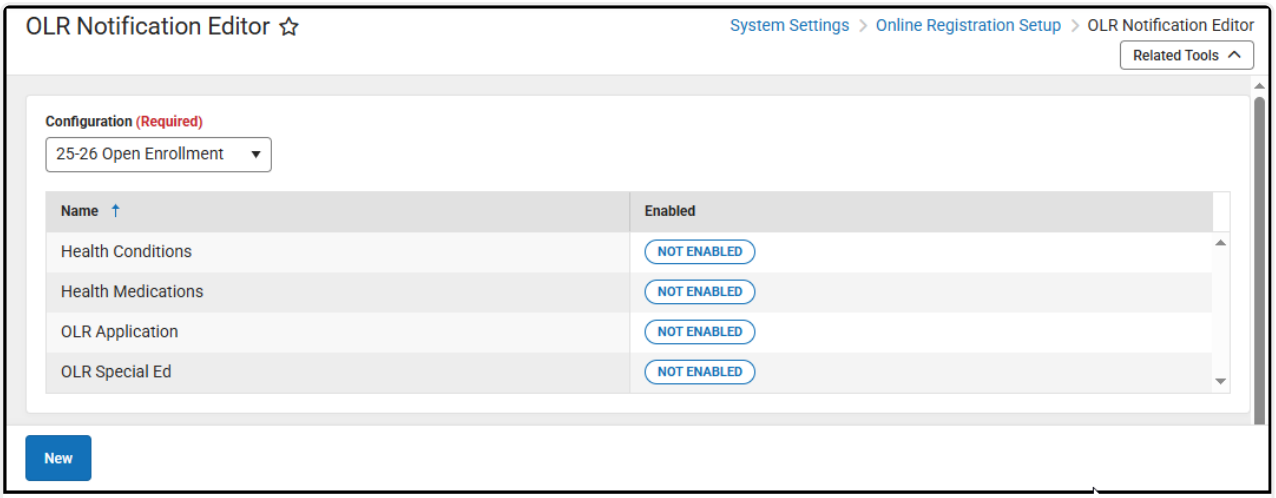
Path: System Settings > Online Registration Setup > OLR Notification Editor

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.

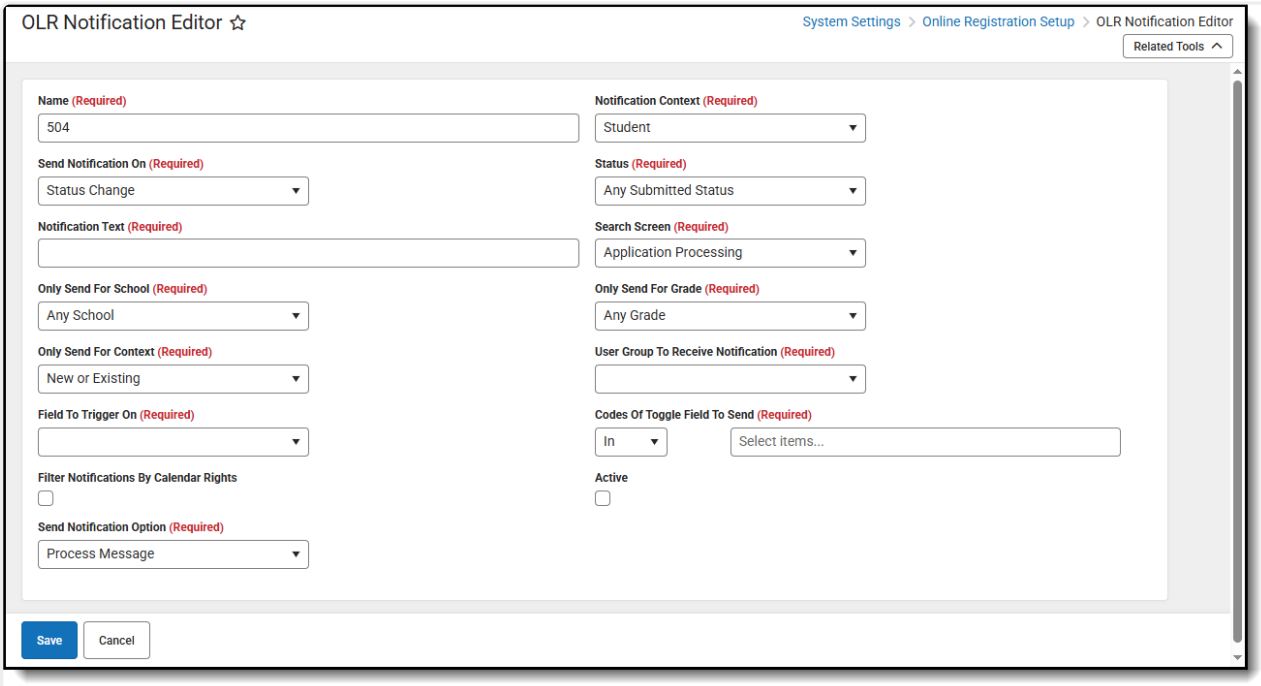
What can I do?	What do I need to know?
• Create a Notification	• Detail Editor Field Descriptions • Default Notifications



OLR Notification Editor

See the OLR Notification Editor Tool Rights article for information on available tool rights.

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.

Field	Description
Notification Text *Required*	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.
Search Screen *Required*	Indicates in which processing section the user is sent when clicking the notification.
Only Send For School *Required*	Indicates when the notification is sent based on the school chosen on the application.
Only Send For Grade *Required*	Indicates when the notification is sent based on the grade level chosen on the application.
Only Send For Context *Required*	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.
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.
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.**

Field	Description
Filter Notifications By Calendar Rights	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.
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
New Medications	Status Change	Medication Added
New Health Conditions	Status Change	Health Condition Added