

## Notification Box

1

Trade Single Window

Notification Box

Electronic User Manual

2

Click the notification box icon at the top right corner

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User can filter notifications by different criteria

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Click “All categories” to select the type of notification

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The notifications can be filtered by different categories

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Click “From: All” to select the notifications from the corresponding department

7

Click “Date: All dates” to filter the notifications from a specific date range

8

Click “View All” to display all notifications

9

Click “Unread Only” to display the unread notifications

10

Click any of the page number, the forward or backward arrow, or simply enter a page number to redirect to a specific page of Notifications.

11

The number of notifications displayed on each page can also be adjusted as needed

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Click “Options” on the right of the notification and click “Save” to save the notification

13

Click “Print” to print the notification

14

Click “Delete” to delete the notification

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User can also find the “Save”, “Print” and “Delete” functions at the top right corner of the notification page.

16

Trade Single Window

End of Chapter

Electronic User Manual