



User Notification

This feature will notify users when they are added to a record. The User Notification feature is particularly helpful when multiple collaborators need to be updated every time they are added to a new project or record. For example, if you're in a group of scriptwriters, it becomes essential to stay updated every time your lead adds you to a new script to keep a tab of all the projects you're a part of.

- Create a new collaborator field, and enable the "**Notify users when they are added to a record**" option.
- Now add the corresponding user to the record.
- The user that was added to the record will get an email notification stating that they were added to the Record along with the Table, Field, and the Base name.
- Click **Access Record** from the Email to view the field you were added to.

We have explained the process in the GIF below.

	Video Script	Seconds	Video Type	Video Thumbnail	Delegates	Designation	Date
1	Script A	10 sec	Insta reels		Karen	Manager	31/05/2022
2	Script B	15 sec	Youtube Shorts		Michelle	Associate	06/06/2022
3	Script C	20 sec	Vimeo		Leah	Manager	11/06/2022
4	Script D	10 sec	Insta reels		Tracy	Analyst	13/06/2022
5	Script E	10 sec	Insta reels		Emily	Analyst	15/06/2022
6	Script F	15 sec	Vimeo		Harvey	Associate	13/06/2022
7	Script G	15 sec	Youtube Shorts		Mike	Manager	19/06/2022
8	Script H	10 sec	Insta reels		Donna	Analyst	21/06/2022
9	Script I	10 sec	Insta reels		Robert	Manager	21/06/2022
10	Script J	15 sec	Vimeo		Pearson	Associate	22/06/2022
11	Type here to create a record						