



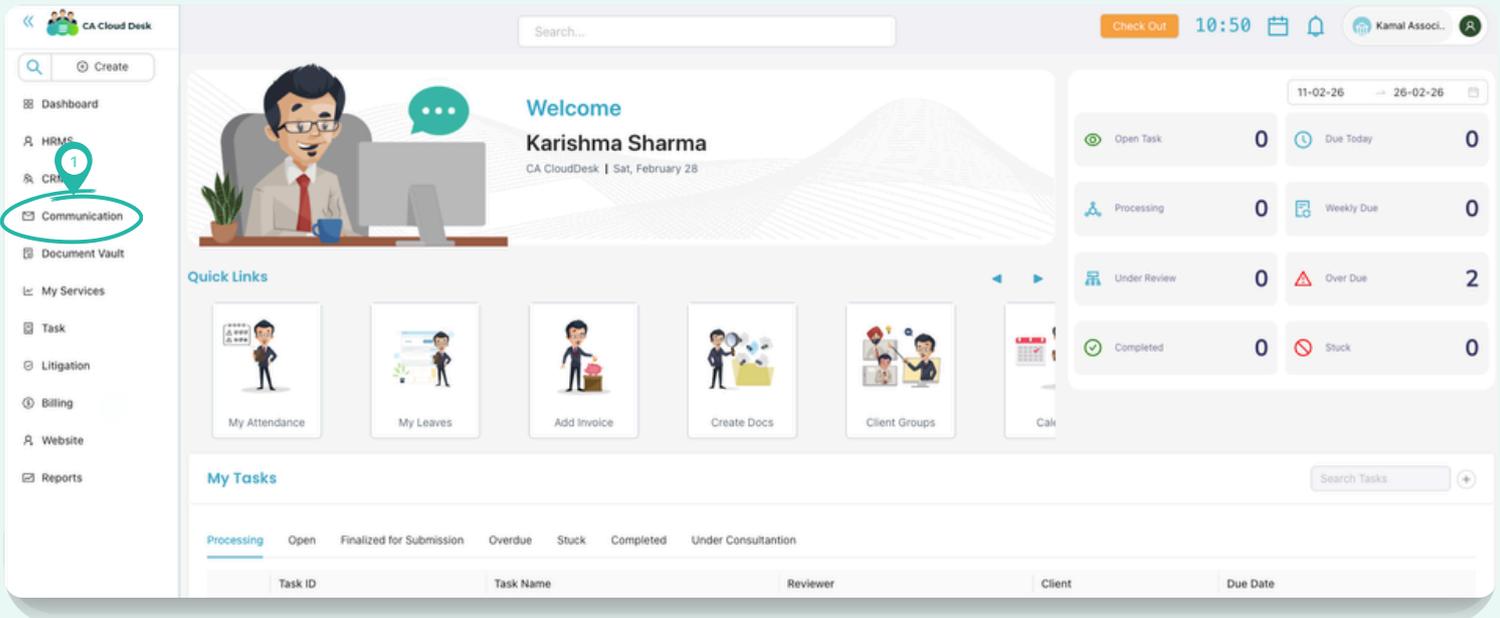
Notification

CA CloudDesk



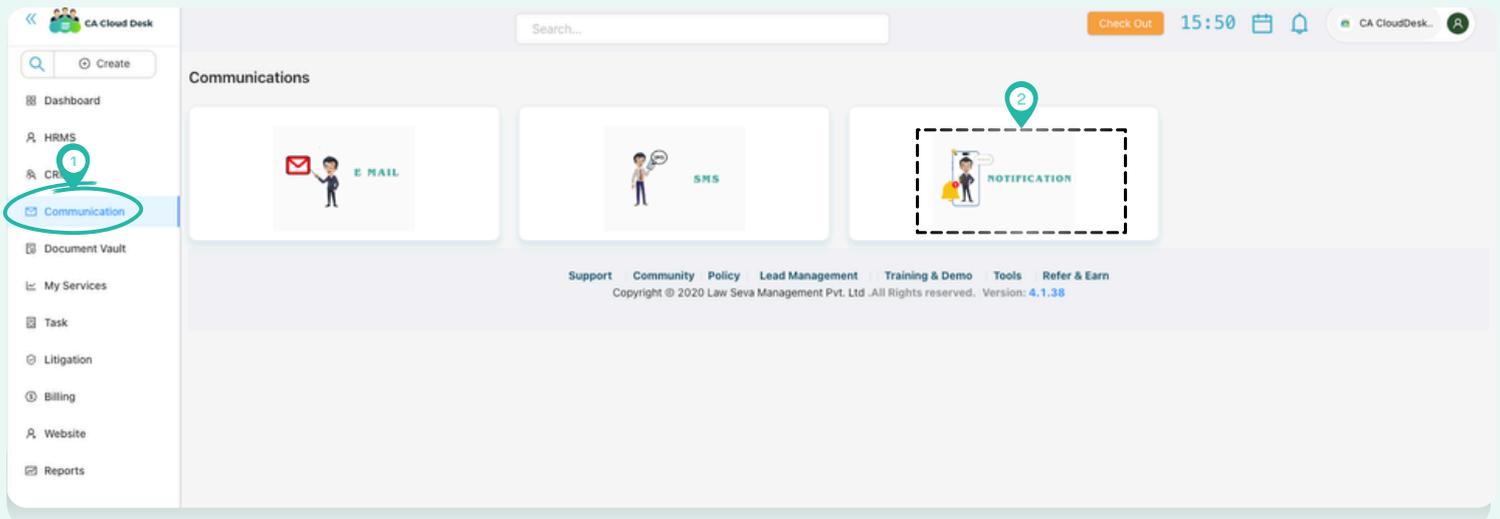
Step 1: Login and open Communication.

1. Login to your CA Cloud Desk account.
2. From the left panel on the dashboard, click **Communication**.
3. Select Notification.



The screenshot shows the CA CloudDesk dashboard for user Karishma Sharma. The left sidebar contains a menu with 'Communication' circled in red and a red circle with the number '1' next to it. The main dashboard area shows a welcome message, quick links for attendance, leaves, invoices, documents, and client groups, and a 'My Tasks' section with a table of task statuses.

| Task ID | Task Name | Reviewer | Client | Due Date |
|---------|-----------|----------|--------|----------|
| | | | | |



The screenshot shows the 'Communications' page in CA CloudDesk. The left sidebar has 'Communication' circled in red with a red circle and the number '1'. The main content area shows three communication options: 'E MAIL', 'SMS', and 'NOTIFICATION'. The 'NOTIFICATION' option is circled in red with a red circle and the number '2'.

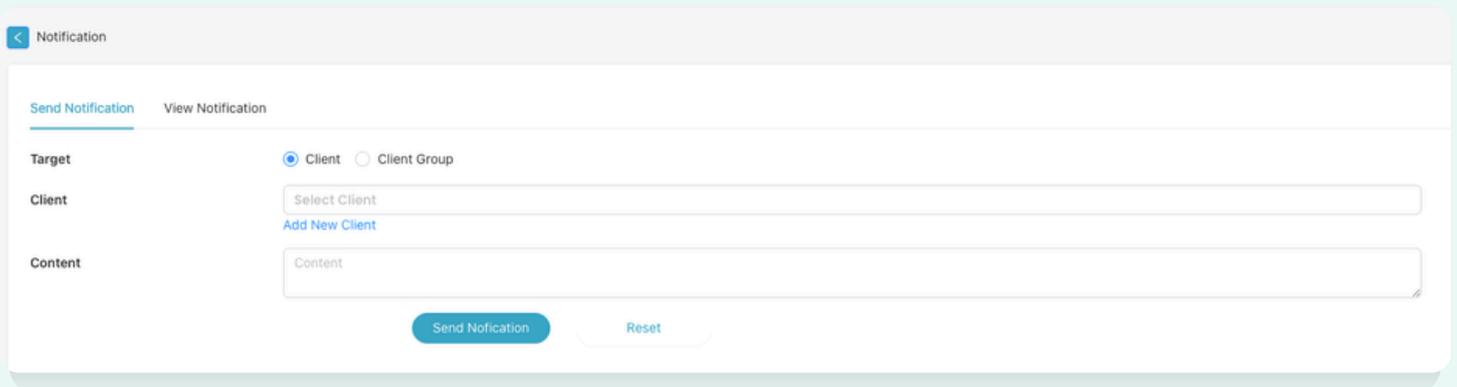


Step 2: Select Notification.

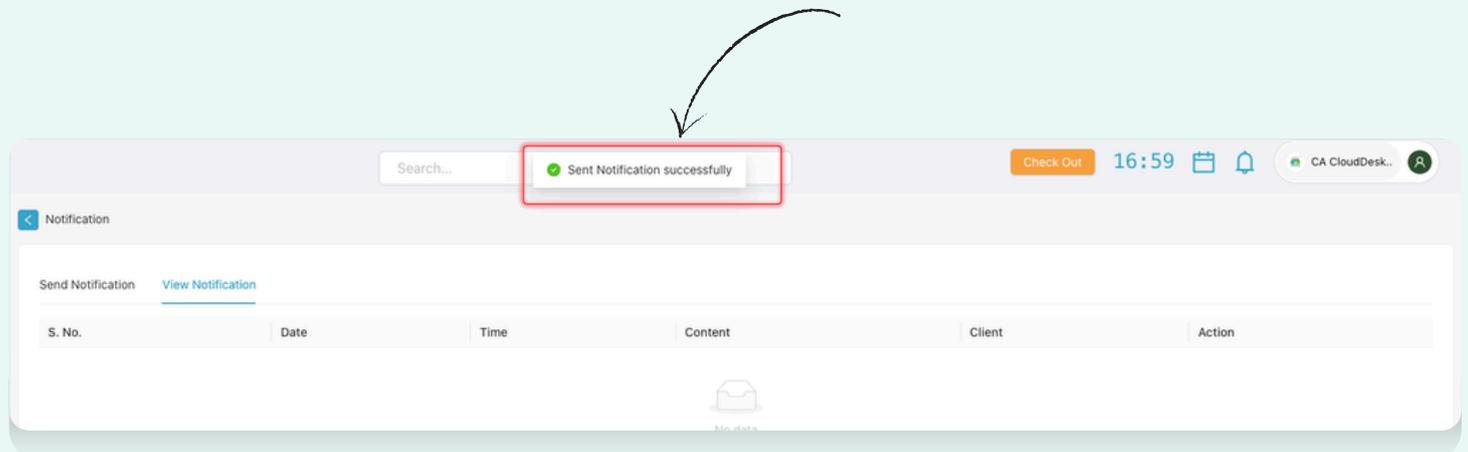
From Notifications, you can Send Notification to any client or in client group if client group already exists or created.

- Select client(if client is new Add New Client)
- Content

Then send notification



The screenshot shows the 'Notification' page with the 'Send Notification' tab selected. The form includes a 'Target' section with radio buttons for 'Client' (selected) and 'Client Group'. Below this is a 'Client' field with a 'Select Client' dropdown and an 'Add New Client' link. A 'Content' text area is also present. At the bottom, there are 'Send Notification' and 'Reset' buttons.



After Sending Notification, Sent Notification Successfully pop up will arise.

