

**MAYOR OF LONDON**

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**GLA-OPS  
Notifications  
Guidance**

## Notifications Home Page

The Notification Homepage enables both Internal and External users to view the number of notifications they have in the following categorised format:

- Number of unread
- Number of Notifications for Information
- Number of Notifications for Action

MAYOR OF LONDON

OPEN PROJECT SYSTEM

19 Notifications | Logout

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

Welcome to the Greater London Authority Open Project System (GLA-OPS)

**Projects**  
You have access to 17 projects, of which 10 are active

**Organisations**  
You are a member of 2 organisations, and have 0 pending request for access

**Notifications**  
You have 19 unread notifications  
13 Notifications For Information  
6 Notifications To Action

GLA OPS User Guides

- How to register
- How to create a project
- How to manage organisations & users
- How to claim milestones
- How to create consortiums & partnerships
- Project processing
- SAP payment notifications: how to resolve payment issues
- SAP payment notifications: how to resolve payment issues (GLA use only)
- How to personalise OPS notifications

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To read the notification click on the notification row, when you click into a notification action you will be directed to the page related to the required action.

Search

Notification Text Search by Notification Text

Status Filter applied

Category None selected

Notifications None selected

Type Filter applied

Date Select a date

Reset all

Delete Notifications

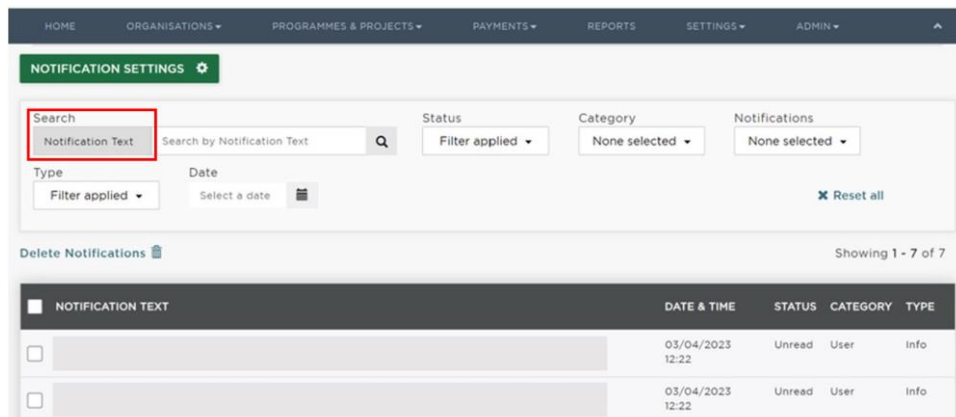
Showing 1 - 5 of 5

NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
<input type="checkbox"/> Payment(s) for project	14/06/2023 04:00	Unread	Payment	Info
<input type="checkbox"/> Payment(s) for project	14/05/2023 04:00	Unread	Payment	Info
<input type="checkbox"/> Payment(s) for project	14/04/2023 04:00	Unread	Payment	Info
<input type="checkbox"/> Payment(s) for project	14/03/2023 03:00	Unread	Payment	Info

## Filter and Search Options

When you click on the notification link you will be directed to the list of notifications page. This page enables you to carry out the following:

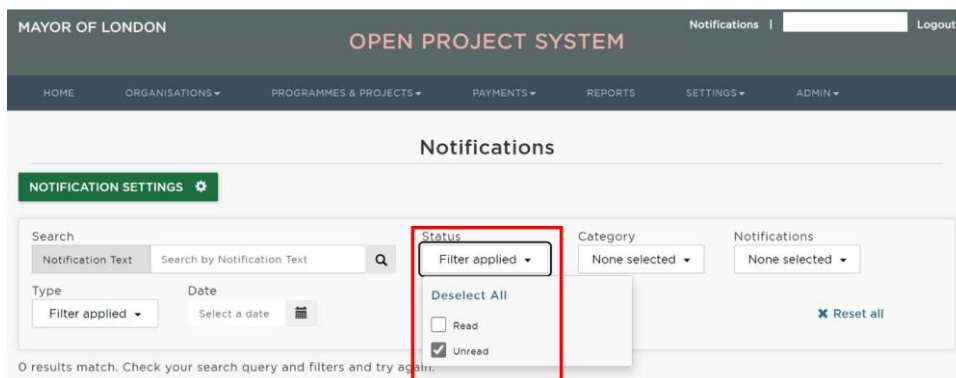
Search by **'Notification Text'**.



The screenshot shows the 'NOTIFICATION SETTINGS' page. A red box highlights the 'Search' section, which includes a 'Notification Text' input field and a search button. Below the search field, there are filters for 'Status' (set to 'Filter applied'), 'Category' (set to 'None selected'), and 'Notifications' (set to 'None selected'). There are also filters for 'Type' (set to 'Filter applied') and 'Date' (set to 'Select a date'). A 'Reset all' button is visible. Below the filters, there is a table with columns: 'NOTIFICATION TEXT', 'DATE & TIME', 'STATUS', 'CATEGORY', and 'TYPE'. The table shows two rows of notifications, both with a status of 'Unread' and a category of 'User'.

NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
	03/04/2023 12:22	Unread	User	Info
	03/04/2023 12:22	Unread	User	Info

Filter by **'Status'** (read or unread notifications).



The screenshot shows the 'Notifications' page. A red box highlights the 'Status' filter dropdown, which is currently set to 'Filter applied'. The dropdown menu is open, showing options: 'Deselect All', 'Read', and 'Unread' (which is selected). Below the filters, there is a message: '0 results match. Check your search query and filters and try again.'.

NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
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Filter by notification **'Category'**.

The screenshot shows the 'OPEN PROJECT SYSTEM' interface for the Mayor of London. The 'Notifications' section is active, displaying a search bar and filter options. The 'Category' dropdown menu is open, showing a list of categories with checkboxes next to them. The categories listed are: Organisation, Annual Submission, Payment Group, User, Scheduled, Broadcast, Programme, Payment, Organisation Signatory, and Project. The 'None selected' option is currently chosen. The search results area below the filters shows '0 results match. Check your search query and filters and try again.'

Search: Notification Text | Search by Notification Text | Filter applied | Category: None selected | Notifications: None selected | Reset all

0 results match. Check your search query and filters and try again.

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Search by **'Notifications'** name.

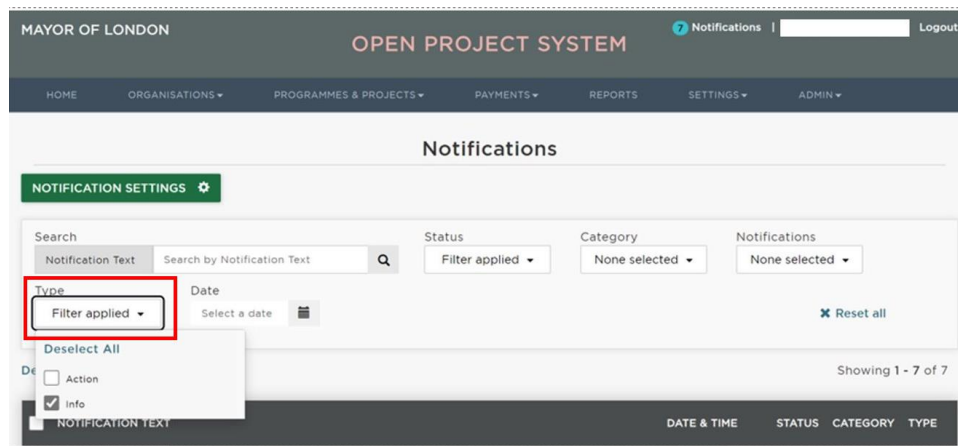
The screenshot shows the 'OPEN PROJECT SYSTEM' interface for the Mayor of London. The 'Notifications' section is active, displaying a search bar and filter options. The 'Notifications' dropdown menu is open, showing a list of notification types with checkboxes next to them. The notification types listed are: Organisation Registration, Annual Submission Approval, Organisation Approval, Organisation Inactivation, Payment Awaiting Authorisation, Organisation Reapproval, Organisation Rejection, Organisation Removal, User Access Approval, and Adhoc. The 'None selected' option is currently chosen. The search results area below the filters shows '0 results match. Check your search query and filters and try again.'

Search: Notification Text | Search by Notification Text | Filter applied | Category: None selected | Notifications: None selected | Reset all

0 results match. Check your search query and filters and try again.

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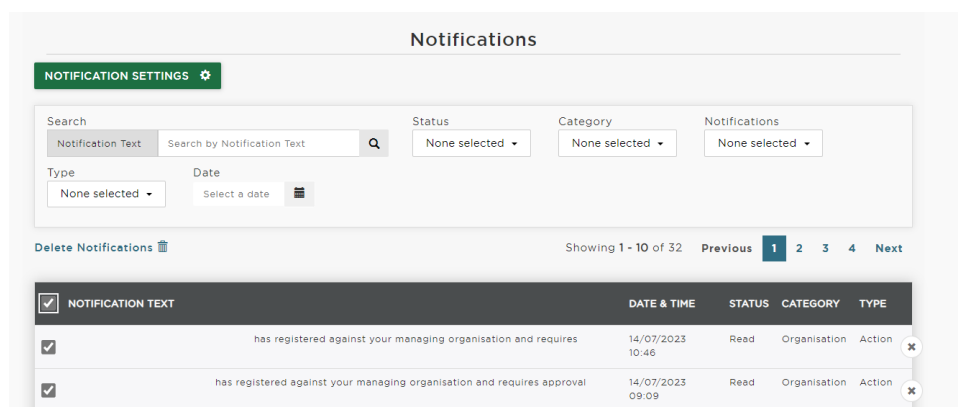
Search by notifications **'Type'** (Action/Information).



## Selecting and Deleting Notifications

Selecting the check box allows users to select all read notifications. Users will not be able to select and delete unread notifications.

Note: Both information notifications and action notifications will automatically disappear from the notifications list after they have been opened.



However, they can still be viewed by selecting **'Read'** in the **'Status'** dropdown:

The screenshot shows the 'Notifications' page in the 'OPEN PROJECT SYSTEM'. The 'Status' dropdown menu is open, showing options: 'All selected', 'Deselect All', 'Read' (checked), and 'Unread' (checked). The 'Read' and 'Unread' options are highlighted with a red box. The table below shows notifications with columns: NOTIFICATION TEXT, DATE & TIME, STATUS, CATEGORY, and TYPE. The first row shows a notification from 17/08/2023 14:52, status 'Read', category 'User', and type 'Info'. The next three rows show notifications from 03/04/2023, all with status 'Read', category 'User', and type 'Info'.

## Deleting Read Notifications

## Deleting All Notifications

On the Notifications page go to the **'Status'** filter and select **'Read'**.

The screenshot shows the 'Notifications' page with the 'Status' filter set to 'Read'. The 'Status' dropdown menu is open, showing options: 'Filter applied', 'Deselect All', 'Read' (checked), and 'Unread' (unchecked). The 'Read' option is highlighted with a red box. The table below shows notifications with columns: NOTIFICATION TEXT, DATE & TIME, STATUS, CATEGORY, and TYPE. The first row shows a notification from 03/08/2023 11:52, status 'Read', category 'User', and type 'Info'. The second row shows a notification from 03/08/2023 11:51, status 'Read', category 'User', and type 'Info'.

Then click on the **'Notification Text'** check box at the left of the page, followed by the **'Delete Notifications'** Button.

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OPEN PROJECT SYSTEM
Notifications |  | Logout

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SETTINGS

### Notifications

NOTIFICATION SETTINGS

Search
Notification Text
Search by Notification Text

Status
All selected

Category
None selected

Notifications
None selected

Type
None selected

Date
Select a date

Reset all

Delete Notifications
Showing 1 - 2 of 2

<input checked="" type="checkbox"/>	NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
<input checked="" type="checkbox"/>	Your approved, registration for GLA Housing and Land Directorate has been	03/08/2023 11:52	Read	User	Info
<input checked="" type="checkbox"/>	Your approved, registration for GLA Housing and Land Directorate has been	03/08/2023 11:51	Read	User	Info

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The below pop-up message will then appear, click the **'Delete'** button and the following Systems Message will show to let you know that they have successfully been deleted.

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### Notifications

NOTIFICATION SETTINGS

Search
Notification Text
Search by Notification Text

Status
All selected

Category
None selected

Notifications
None selected

Type
Filter applied

Date
Select

Reset all

Delete Notifications

☒ NOTIFICATION TEXT
DATE & TIME
STATUS
CATEGORY
TYPE

Are you sure you want to delete the selected notifications?

DELETE
KEEP

MAYOR OF LONDON

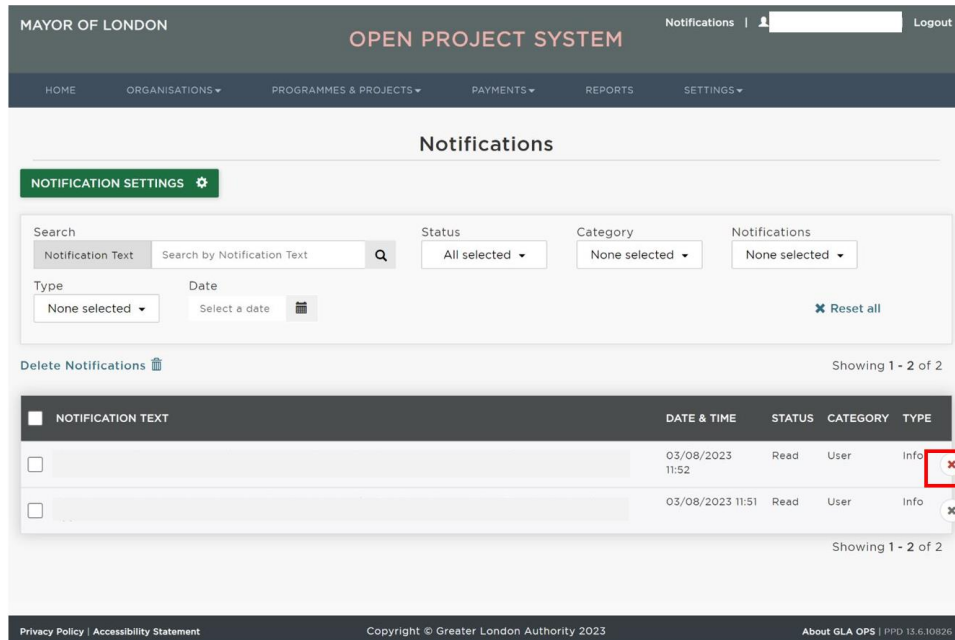
2 Read Notifications Deleted

Notifications | Letitsha Cameron | Logout

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ADMIN

## Deleting One Notification

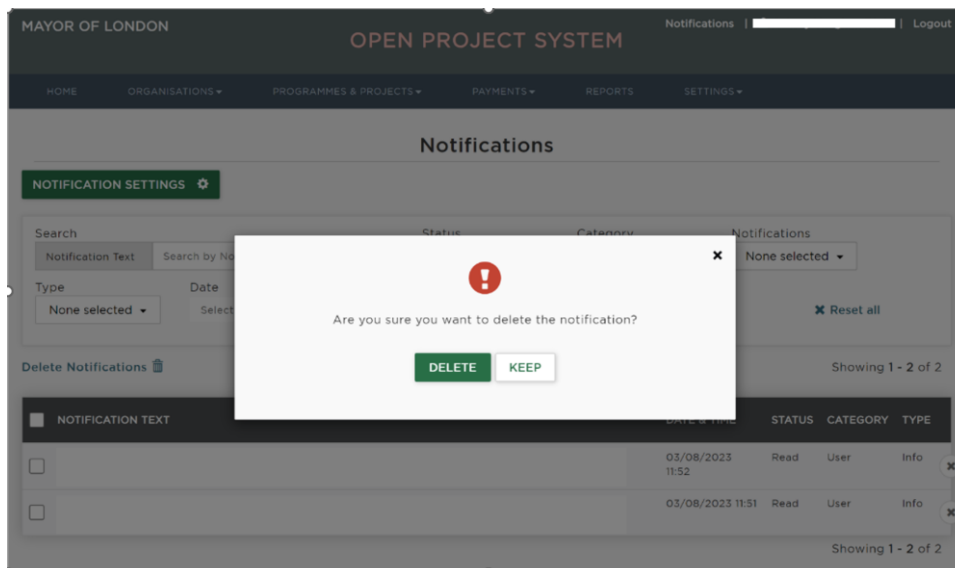
On the Notifications page click on the grey 'X' at the right side of the notification, once clicked it will red.



The screenshot shows the 'MAYOR OF LONDON OPEN PROJECT SYSTEM' interface. The 'Notifications' page is active, displaying a list of notifications. The first notification is highlighted with a red box around its 'X' icon, indicating it is the target for deletion. The notification details are as follows:

NOTIFICATION TEXT	DATE & TIME	STATUS	CATEGORY	TYPE
[Redacted]	03/08/2023 11:52	Read	User	Info
[Redacted]	03/08/2023 11:51	Read	User	Info

Then Click '**Delete**'. The read notification will be deleted.



The screenshot shows the same 'Notifications' page, but with a confirmation dialog box overlaid. The dialog box contains a red exclamation mark icon and the text 'Are you sure you want to delete the notification?'. Below the text are two buttons: 'DELETE' (in green) and 'KEEP' (in white). The background is dimmed, showing the notification list and settings.



