## Practice Using Notifications Exercise

1. From the **User Homepage** click on notification in the noticiation actions section of the left navigation menu. You will be re-directed to the **Maintain Notifications Page**.
2. At the bottom of the screen, in the notification item section, create a new notification for yourself by entering information in the following fields:
   * Due Date
   * Agrmnt/Case ID
   * Priority
   * Description
3. Click the create notification button. If the notification is created successfully a blue and white checkmark will appear next to the button.
4. To practice how to delete a notification, locate the reminder notification just created in the search results section of the page.
5. Select the checkbox to the left of the notification item you wish to delete.
6. Click delete. A popup window will ask, “Are you sure you wish to mark the selected items as deleted?”
7. Click ok.

*<<end of exercise>>*