



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
Script A	10 sec	Insta reels		Karen	Manager	31/05/2022
Script B	15 sec	Youtube Shorts		Michelle	Associate	08/06/2022
Script C	20 sec	Vimeo		Leah	Manager	11/06/2022
Script D	10 sec	Insta reels		Tracy	Analyst	13/06/2022
Script E	10 sec	Insta reels		Emily	Analyst	15/06/2022
Script F	15 sec	Vimeo		Harvey	Associate	13/06/2022
Script G	15 sec	Youtube Shorts		Mike	Manager	19/06/2022
Script H	10 sec	Insta reels		Donna	Analyst	21/06/2022
Script I	10 sec	Insta reels		Robert	Manager	21/06/2022
Script J	15 sec	Vimeo		Pearson	Associate	22/06/2022