

User Notifications

04/30/2025 3:09 pm CDT

Overview

The **User Notifications** in our [Delta interface](#) display important Sellercloud updates such as new features, global issues, and errors related to your channel accounts (e.g., if an API token has expired). You can view your notifications regardless of which specific page you are on, and they are color-coded based on urgency:

- **Red** – indicates there is an Urgent notification.
- **Orange** – indicates there is a High Priority notification, but no urgent ones.
- **Blue** – shows you that you only have Standard Priority notifications.
- **Green** – these are Custom Notifications.

If you do not see the User Notification Icon in your account, open a ticket with [Sellercloud Support](#) to configure the UI-specific Admin Setting that will enable this feature.

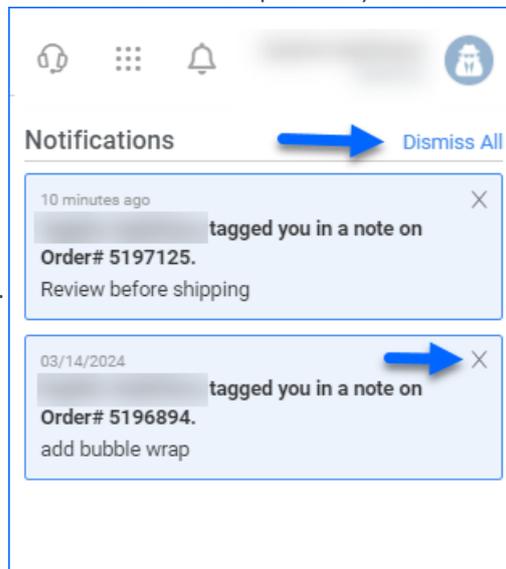
Manage Notifications

When you are logged into the **Delta Interface**, the Bell Icon is at the top right corner of your screen. If you have any new notifications, a small digit in the corner of the bell icon indicates the number of unread notifications.



Click on the Bell Icon to expand the notifications list. Once you do that, the colored digit will disappear. However, the notification itself will remain in the list until specifically removed either by clicking the X on the specific bubble

or the **Dismiss All** button.



Tag an Employee

The Delta Interface also allows you to tag specific [Users](#) when creating a **Note** on any of the Details pages that support this functionality:

- [Order Details page](#) – supported for **General Note Type**.

- [Purchase Order](#) – available only for type **Purchase Notes**.
- [WFS Shipment Plan](#)
- [FBA Inbound Shipment Details Page](#)
- [Vendor Invoice](#)
- [Customer Details page](#)
- [Product Details page](#) – available in both **Catalog** and **Inventory** view, for both **Note Types**.

Additionally, you can tag users in notes added automatically via the [Order Rule Engine](#). The action must be **Add Order Note**.

EDIT ACTION ✕

Action Name * Tag In Note

Action Type * Add Order Note ▼

Add Order Note * Example Note Text

Users To Notify test@sellercloud.com ✕ ✕ | ▼

CANCEL SAVE

The note itself will display who created it and the tagged user. The steps below are for tagging a user in an Order Note, but the process is similar on all pages.

The [Client Setting Enable Tag Users In Notes](#) must be enabled for this workflow.

To notify an employee about a note:

1. Go to an [Order Details Page](#) > click the plus icon in the **Notes** panel.
2. In the pop-up dialog, select employees from the **Users To Notify** dropdown. You can also start typing to narrow down the search.
3. When you add the note, the selected people will see they have a new **Standard Priority** notification. This feature is only available for the **General Note Type**.

NEW NOTE ✕

Add A Note * Add bubble wrap

Note Type General ▼

Users To Notify @sellercloud.com ✕ ✕ | ▼

CANCEL ADD

You can tag yourself in order notes and receive a notification. This can be helpful in keeping track of tasks and setting reminders.

