

Job Aid: Deleting Pending Notifications In OPCM



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Summary

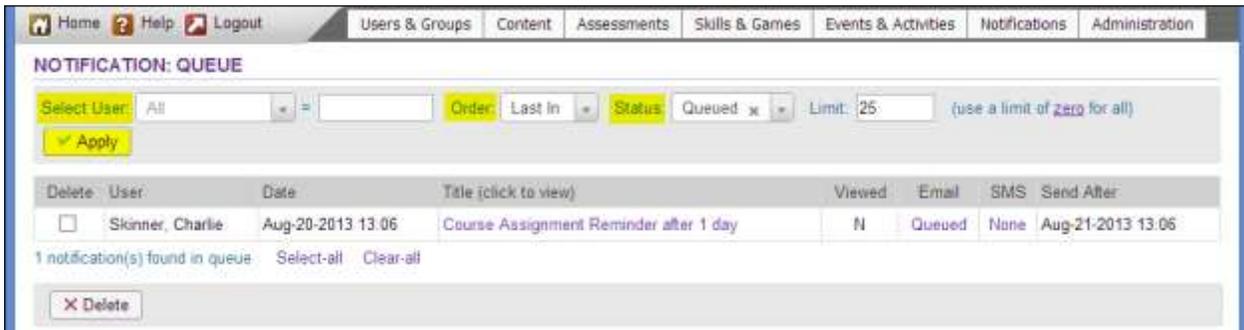
This brief guide details the process of deleting pending notifications in OPCM and includes step-by-step directions and associated screen images related to this task.

Deleting Notifications

1. Navigate to Notifications > Notification Queue.



2. Search for the notification you desire to delete using the search filters, if necessary. To apply the search filtering criteria, simply set the criteria and select Apply.



3. When the desired notification(s) are displayed, select the checkbox within the Delete column and select the Delete button.

