View and edit custom notification text

Discover how to view, edit, and delete custom notification text in WorldShare Acquisitions. From the Custom Notification Text accordion, you can view and edit existing custom notifications.

**View existing custom notification text options**

1. On the left navigation, click **Settings > Institution Settings**.
2. Click **Custom Notification Text** to open the accordion. All available custom notification text options are displayed.
   - Results are sorted alphabetically by name.
   - To change the sort order, click the **Name** or **Type** column headings.
   - If there is more than one page of results, use the navigation buttons to move between pages.
   - Select a **number** from the Rows list to change the number of rows you see per page.
3. Click the **Name** to edit a custom notification text.

**Edit custom notification text**

1. On the left navigation, click **Settings > Institution Settings**.
2. Click **Custom Notification Text** to open the accordion. All available custom notification text options are displayed.
3. Click the **Name** to edit a custom notification text.
4. Edit any of the following fields:
   a. **Name** - Enter a **unique name** to identify the specific notification text you are creating.
   b. **Type** - Select the **type** of message for which you want this text to be available. Available types include:
      - Cancellation
      - Order
      - Order Item Claim
      - Serial Issue Claim
   c. **Text** - Enter the **text** that you want to appear on the vendor notification. The text may include line breaks and links. Links will appear as HTML links in the notification message.
5. Click **Save**.

**Delete an existing custom notification text**

1. On the left navigation, click **Settings > Institution Settings**.
2. Click **Custom Notification Text** to open the accordion. All available custom notification text options are displayed.
3. In the Action column, click the **Remove button** for the custom notification text you want to delete. A warning
message appears stating that you are about to delete a custom text notification.

4. Click **Delete**.