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**.