

Notifications

Overview

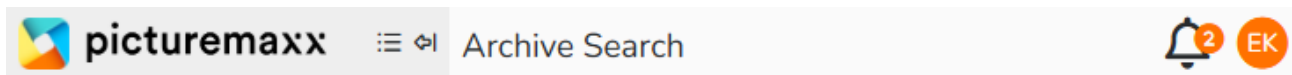
Backstage allows setting up internal notifications about work status updates or assigned financial documents. You can view the messages directly in Backstage and configure to get them via email.

You can activate notifications for the following Backstage modules:

- **Media Processing > Import**
- **Sales > Order Management**
- **Finance > Invoices** and **Sales Reports**
- **Project Management**

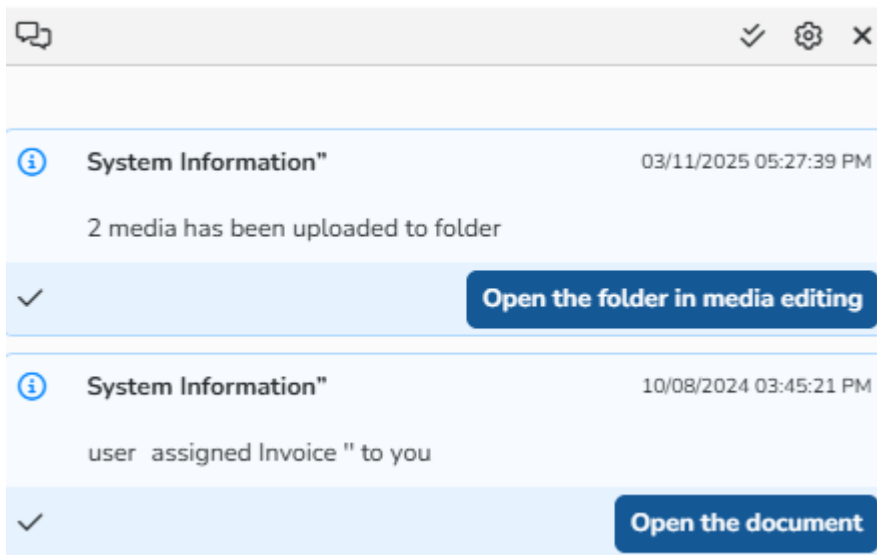
Configure notifications

To view your notifications, click the bell icon in the upper right corner of the screen. A number on the bell icon shows your unread notifications.



Backstage top bar

1. Click the bell icon to view a list of your notifications and configure email messages:
2. Each notification message has a button to jump to the related section/document.



Notifications dialog

- In the dialog,, click  to view the list of all notifications.
- Click  to mark all notifications as read at once.
- Click the  icon to access the **Configuration** tab where you can set how often you want to receive email notifications.

Notifications / Übersicht



Notifications

Configuration

▼ Configuration for Notifications

Define the intervals you want to receive new notifications by email.

Notification Interval:

Every 5 minutes ▼

Never

Every 5 minutes

Every 20 minutes

Every 60 minutes

Every 3 hours

Every 6 hours

Every 12 hours

Every 24 hours

Every 3 days

Every 7 days

The following information from y

Recipient Address:

Email Language:

Revert

Save

Notifications > Configuration tab: Set up email notifications

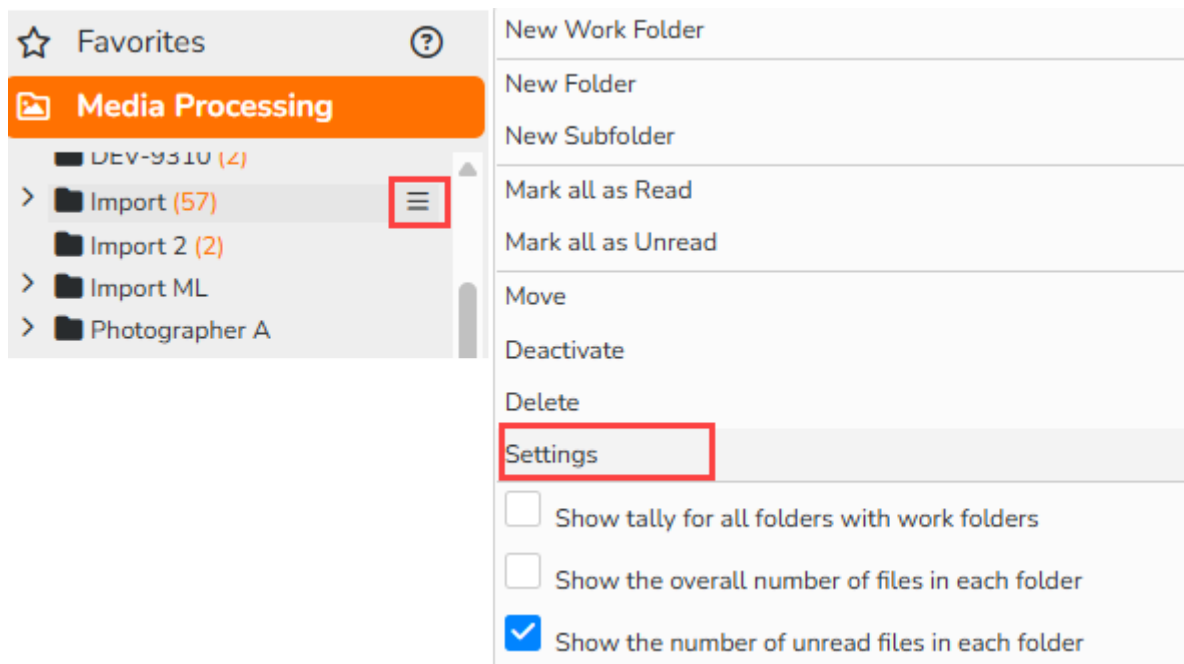
Activate notifications for an access or access group

Media Processing

Media Processing > Import

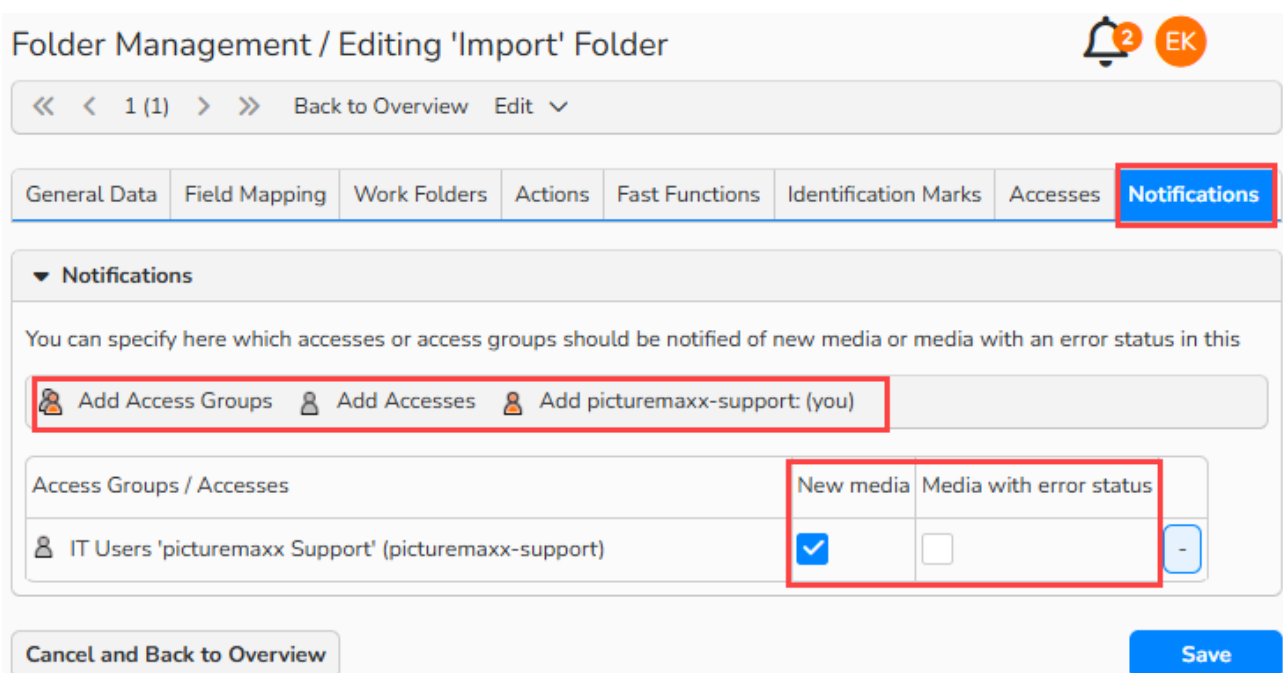
You can send notifications about new media upload to an Import folder and/or about media with an error status.

1. To activate notifications about new media upload, right-click an Import folder and select **Settings** from the context menu:



Context menu of an Import folder > Settings

2. In the **Notifications** tab, add access groups, accesses, or yourself to be notified, and activate **New media** and/or **Media with error status** options:



Folder Settings: Notification setup

The specified accesses or access groups will then receive notifications about new media upload and/or about media with an error status.

Financial documents

- Sales > Order Management

- **Finance > Invoices and Sales Reports**

When you select Salesperson 1, 2, or 3 in a financial document form (Delivery Note, Price Quote, or Invoice), the system assigns the document to that person and notifies them of any updates.

Delivery Notes / New Delivery Note

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Select Master Data Record

▼ Master Data	▼ Document Data
Master Data Number: *	Number:
Match Code:	Date: * 02.09.2025 
Name 1:	Salesperson 1: picturemaxx Support (System Settings) ▼
Name 2:	Salesperson 2: Choose Salesperson >> ▼
Contact: Select Contact >> ▼	Salesperson 3: Choose Salesperson >> ▼
	Project: No Master Data selected ▼

Financial document: Assign a salesperson

Project Management

In **Project Management > Projects**, you can specify Assignee 1, 2 and 3 for a project. They will then receive notifications when a project status changes.

Projects / New Project

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▼ Master Data

Select Master Data Record

Number:

Name: *

Name 1: *

Contact: ▾

Assignee 1: * ▾

Assignee 2: ▾

Assignee 3: ▾

Status: ▾

Creation Date:

Project Management > Project: Set Assignees

You can also enable notifications for access or access groups in the **Notifications** tab of a project.

Projects / Edit Project

Project

Other Data

History

Contact History

Sub-Projects (0)

Financial Documents

Transfer

Media selection

Document Management

Notifications

▼ Notifications of changes

You can specify here which accesses or access groups should generally be notified when changes are made to the project.

Add Access Groups

Add Accesses

Add picturemaxx-support

Access Groups / Accesses	Object was modified	
IT Users 'picturemaxx support' (picturemaxx-support)	☒	-

▼ Notifications for status changes

You can specify here which accesses or access groups should be notified when the status of the project changes.

Add Access Groups

Add Accesses

Add picturemaxx-support

Access Groups / Accesses	Project was closed	Project was settled	
IT Users 'picturemaxx support' (picturemaxx-support)	☒	☒	-

Cancel and Back to Overview

Save

Project Management > Project: Notifications tab