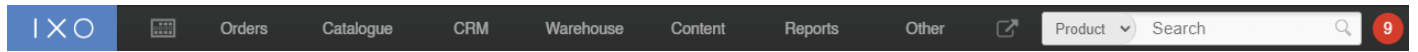


# CMS

- [Alerts](#)
- [Bookmarks](#)
- [Show/Hide Disabled](#)

# Alerts

The Alerts are a list of actions that you need to take today. These will slide out automatically on login, or can be accessed via the red roundel in the top right hand corner of the screen.



They display like this, and will often have links to encourage action:

## Alerts



### Company message



Amend me in the site settings under the messages!

30th September 2024

### Awaiting Action



You have orders awaiting action... [VIEW](#)

30th September 2024

### Return Requests



You have return requests awaiting approval... [VIEW](#)

30th September 2024

### Orders



You have outstanding pending payments... [VIEW](#)

30th September 2024

### Overdue Orders



You have overdue purchase orders... [VIEW](#)

30th September 2024

### Follow Up



You have outstanding tasks to follow up... [VIEW](#)

30th September 2024

### Open Purchase Order



An open purchase order needs submitting... [VIEW](#)

30th September 2024

### Reviews



You have customer reviews awaiting action... [VIEW](#)

30th September 2024

### News



You haven't posted a news article for a while.... [VIEW](#)

24th September 2024



# Bookmarks

The Bookmarks are a series of shortcuts that appear in the CMS to aid frequent navigation. These are unique to each user.

Use the shortcut to add a Bookmark.

Right mouse click to remove a Bookmark.

Some standard Bookmarks are controlled via [Site Settings](#).

It is also possible to reorder your Bookmarks via drag and drop.

## How it Displays



# Show/Hide Disabled

On various screens in the CMS, it is possible to choose to show/hide Disabled items.










By default, disabled items will be hidden

Site Brands

Displaying 35 brand(s)

Hide Disabled

+ add a brand

actions	brand name
   Alstons	
   Ashwood	
   Baker Furniture	

For these purposes, disabled items include those which are actively disabled or archived. These include, but are not limited to:

- Disabled Products
- Archived Products
- Disabled Categories
- Empty [Dynamic Categories](#)
- Disabled Collections
- Disabled Brands
- Disabled Suppliers

Disabled items will still display in all reports and filters