Notifications

You can change your notification settings in your profile –

1. Click the dropdown arrow next to your name and select ‘View My Profile’.

2. Expand ‘Notification Preferences’ from the menu on the left.

3. Select the section where you want to make any changes to notifications you receive either by email or in system.

4. If you want to edit the way you receive notifications about your Purchase Orders, click ‘Purchase Orders’.
5. Then click the ‘Edit Section’ link.

Example: The default for being notified when your PO is submitted into workflow is to receive no notifications. If you want to receive notifications, click on the radio button Override in line with ‘PO submitted into Workflow’.

You have four options available from the drop down menu.

None – you will receive no notifications for when your POs are submitted into workflow.
Email – you will receive an email when your POs are submitted into workflow.
Notification – You will receive an in system notification when your POs are submitted into workflow.
Email & Notification – You will receive both an email and an in system notification when your POs are submitted into workflow.
Make your selection and click Save Changes.

You will now receive an in system Notification when your POs are submitted into Workflow.

NOTE: Once you click on a Notification link, it is no longer listed in the Notifications.