iShopUTRGV Quick Reference Guide

How to - Change Notification Preferences

iShopUTRGV will send out notifications to the users via email and/or comment. Users are able to indicate if they would like to receive notifications based on the workflow step of the requisition.

1. Click on followed by 'View my profile'

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	Shop + Shopping + Shopping Home + Shopping Dashboard	🔼 Ms. Marilu Reyes					
	Shopping Dashboard	View My Profile					
ío	📮 Shop		Dashboards				
		I	Manage Searches				
*	Search Everytning Product Reywords, Description, Supplier, Man	uractu	Manage Search Exports				

2. Profile will load. Click on 'Notification Preferences'

Ms. Marilu Reyes		User's Name, Phon	e Number, Email, etc.	
User Name 6001142907		First Name	Ms. Marilu	
		Last Name	Reyes	
User Profile and Preferences	~	Phone Number	+1 956-665-2161	
User's Name, Phone Number, Email,	etc.			
Language, Time Zone and Display Se	ettings	Mobile Phone Number		
App Activation Codes			International phone numbers must begin with +	
Early Access Participation		E-mail Address *	marilu.reyes@utrqv.edu	
Update Security Settings	>			
Default User Settings	>	Department	Procurement Office (Procurement Office)	
User Roles and Access	>	Position		
Ordering and Approval Settings	>			
Permission Settings	>	Authentication Method	LoginXML	
Notification Preferences	-	Liser Name *	6001142907	
User History	>	osermane		

3. Notification Preferences will expand. Users can edit the notifications based on each workflow step for Shopping Carts, Requisitions, POs, etc. Click the section you would like to modify.

	Permission Settings	>	Authentication Method	LOGINAME
- 🛱 🛛	Notification Preferences	~	User Name *	6001142907
	Administration & Integration			
	Shopping, Carts & Requisitions			
	Change Requests		Required	Save Changes
	Purchase Orders			
	Catalog Management		-	
	Accounts Payable			
	Receipts			
	Contracts			
	Supplier Management			
	Form Requests			
	User History	>		
\sim				
Q,				

EX: Click 'Shopping Carts & Requisitions' Notifications to modify. Notifications will expand. Click on 'Edit Section'

4. Click "Edit Section"



5. System will show that the notifications are currently set to the "Default" of "None"

â	My Profile Notification Preferences Sh	opping. Carts 8	x Reauisitions	All 👻	Search (Alt+Q)	۵	🎽 710.00 USD	♡ ≈	1	
Ξ	Ms. Marilu Reyes		Notification Preferences: Shopping	7 3						
ío	User Name 6001142907		The in-application notifications are not yet available for all Email Notifications					?		
	User Profile and Preferences	>	Prepared By - Cart Assigned Notice 🕄	Default	 Override 	None				
血	Default User Settings	>	Prepared By - PR line item(s) rejected 💿	Default	O Override	None				

6. To change the default settings, select "Override"

The available notification methods will display on dropdown box. Select type of notification preferred (Email or None) and click save. Repeat for each individual step displayed.

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My Profile Notification Preferences Shop	ping, Carts 8	& Requisitions					
Ms. Marilu Reyes		Notification Preferences: Shoppin	ig, Carts & Re	quisitions	^		?
User Name 6001142907		The in-application notifications are not yet avail	able for all Email N	otifications.			?
User Profile and Preferences	>	Prepared By - Cart Assigned Notice 💿	 Default 	Override	None	~	
Update Security Settings	>		0 - 4 - 4	0	None		
Default User Settings	>	Prepared By - PR line item(s) rejected 😡	 Default 	 Override 	Email		Dr.
User Roles and Access	>	Prepared By - PR rejected/returned 💿	Default	Override	None		÷
Ordering and Approval Settings	>		-	-			
Permission Settings	>	Cart Assigned Notice 😡	Default	 Override 	None		
Administration Preferences	~	Receive PR and PO notifications for Carts	Default	 Override 	None		
Shopping Carts & Requisitions	_	Assigned to Me 💿					
Change Requests		Assigned Cart Processed Notification 💿	Default	Override	None		
Purchase Orders							
Catalog Management		Assigned Cart Deleted Notification 💿	Default	 Override 	None		
Accounts Payable		PR submitted into Workflow 💿	Default	Override	None		
Receipts							
Contracts		PR pending Workflow approval 💿	Default	 Override 	None		
Supplier Management		PR Workflow Notification available	Default	 Override 	None		
Form Requests				_			
User History	>	PR Workflow complete / PO created 😔	 Default 	 Override 	None		
		PR line item(s) rejected 💿	Default	Override	None		
		Cart/PR rejected/returned 💿	Default	 Override 	None		
						Save Changes	Cancel