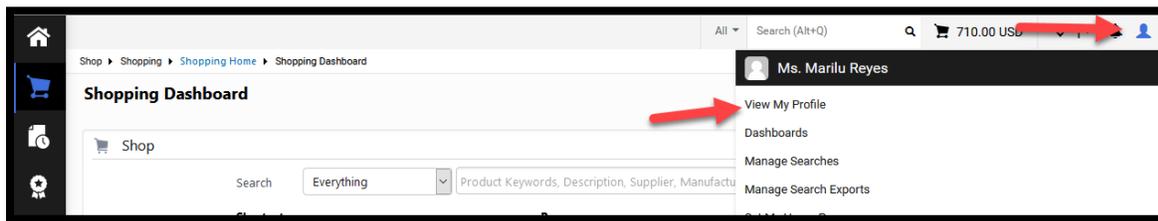


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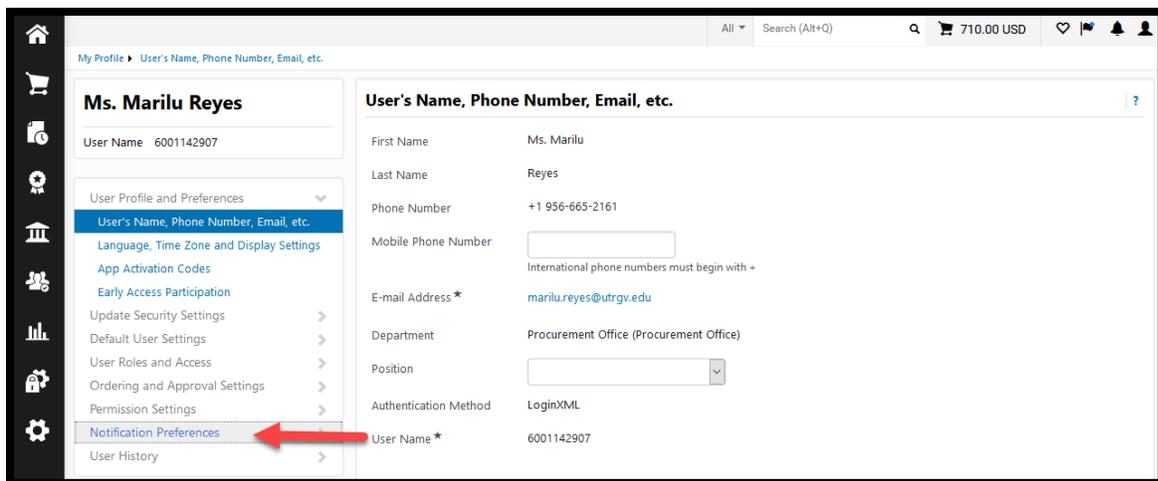
How to - Change Notification Preferences

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.

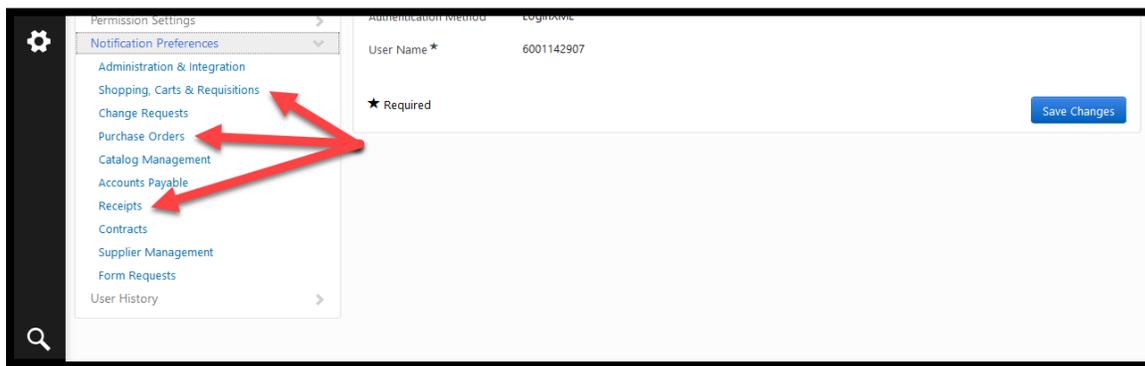
1. Click on  followed by 'View my profile'



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

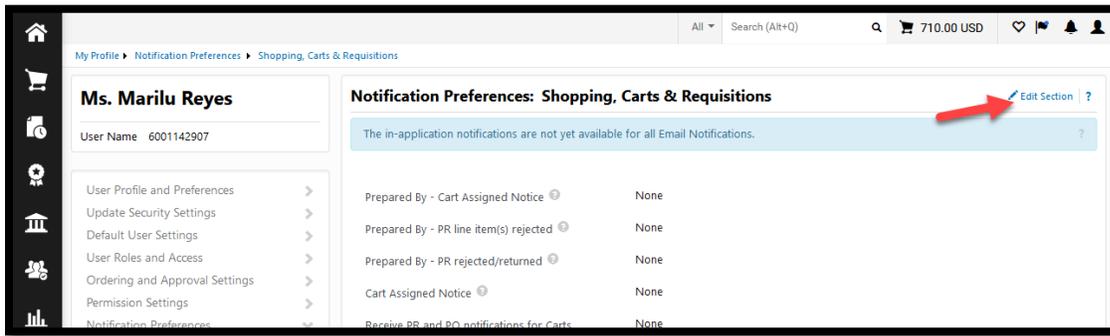


3. Notification Preferences will expand. Users can edit the notifications based on each workflow step for Shopping Carts, Requisitions, POs, etc. Click the section you would like to modify.

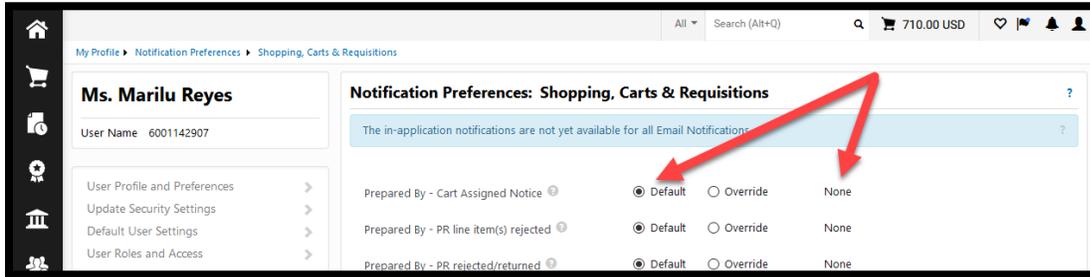


EX: Click 'Shopping Carts & Requisitions' Notifications to modify. Notifications will expand. Click on 'Edit Section'

4. Click "Edit Section"



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



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.

