

In This Guide

- ✓ Modifying email preferences
- ✓ Activating/disabling email notifications

Procedure

1. From the home screen, select the **profile** link to display the **My Profile** screen.



2. Select the **Email Preferences** tab to display the list of email settings.

 **Email preferences are grouped based on transaction type (e.g., requisitions, invoices). Not everyone has the same settings available; the number of options displayed is dependent on your assigned roles.**

3. To gain additional information regarding the selected email preference, hover your mouse over the notification name.

PR Workflow Notification available		
PR Workflow complete / PO cre	Email to approvers that in their assigned PR Workflow folder there	<input checked="" type="checkbox"/>
PR line item(s) rejected	are new workflow notifications. Workflow notifications are	
Cart/PR rejected/returned	informational only; an approver does not reject or approve a	
	requisition from a notification.	

4. WayneBuy system administrators have configured default email preferences for each of the roles within the system. However, users are able to override the default setting as desired. If the **x** symbol is displayed in the **Value** column for the selected email preference, the email preference was not set by the system administrator and is not active. A checkbox in the **Value** column indicates the option was defaulted and is currently active.

5. To activate an email preference that was not defaulted, select the checkbox in the **Override Role** column and the select the **Value** column. Finally, select the **Save** icon at the bottom of the screen to record your changes.

Email Preference	Value	Override Role
Administration & Integration		
Search Result Export Confirmation	X	<input type="checkbox"/>
PR Export Failure Notification	X	<input type="checkbox"/>
Invoice Export failure notification	X	<input type="checkbox"/>
Shopping, Carts & Requisitions		
Prepared By - Cart Assigned Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. The following table can be used to help determine what email notifications might be activated/deactivated depending on your individual preferences.

If you Want to Receive Email Notifications which tell you...	Then Activate This Email Preference...
One or more line items of your requisition has been rejected by an approver	PR line item(s) rejected
Your entire requisition has been returned or rejected	Cart/PR rejected or returned
The shopping cart you assigned to a requisitioner has been returned or rejected	
The shopping cart you submitted has been turned into a requisition	Assigned Cart Processed Notification
A PO has been generated for the requisition you submitted	PO sent to supplier
A requisition requires your review and approval	PR Workflow Notification available
A receipt is required for your purchase order	PO Requires Receipt notice

You have successfully modified your email preferences.