

USER PROFILE EMAIL PREFERENCES

Last Updated on: 7/22/2011

The screenshot shows the 'My Profile' page for user Bridget Brown. The 'Email Preferences' tab is selected, and an arrow from a box labeled '1.' points to it. The page displays various user information fields such as First Name, Last Name, Phone Number, E-mail Address, Department, Position, Badge Id, User Name, Authentication Method, and Email Approval Code. A 'Save' button is visible at the bottom of the form.

1. Click on the **Email Preferences** tab.

The screenshot shows the 'Email Preferences' configuration page. It contains two tables of email preferences. A box labeled '2.' has arrows pointing to the 'Value' column for several events, and a box labeled '3.' has arrows pointing to the 'Override Role' column for several events.

Email Preference	Value	Override Role
PR Export Failure Notification	X	<input type="checkbox"/>
Invoice Export failure notification	X	<input type="checkbox"/>
Prepared By - Cart Assigned Notice	X	<input type="checkbox"/>
Prepared By - PR line item(s) rejected	X	<input type="checkbox"/>
Prepared By - PR rejected/returned	X	<input type="checkbox"/>
Cart Assigned Notice	X	<input type="checkbox"/>
Receive PR and PO notifications for Carts Assigned to Me	X	<input type="checkbox"/>
PR submitted into Workflow	X	<input type="checkbox"/>
PR pending Workflow approval	X	<input type="checkbox"/>
PR Workflow Notification available	X	<input type="checkbox"/>
PR Workflow complete / PO created	X	<input type="checkbox"/>
PR line item(s) rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cart PR rejected/returned	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepared By - PO Workflow complete	X	<input type="checkbox"/>
Prepared By - PO sent to supplier	X	<input type="checkbox"/>
Prepared By - PO line item(s) rejected	X	<input type="checkbox"/>
Prepared By - PO rejected	X	<input type="checkbox"/>
PO submitted into Workflow	X	<input type="checkbox"/>
PO Workflow complete	X	<input type="checkbox"/>
PO sent to supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PO Line Item Ship Notice	X	<input type="checkbox"/>
PO line item(s) rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PO rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PO line item Backorder notice	X	<input type="checkbox"/>
PO line item Cancellation notice	X	<input type="checkbox"/>
Prepared By - PO Requires Receipt notice	X	<input type="checkbox"/>
PO Requires Receipt notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepared By - Invoice Requires Receipt notice	X	<input type="checkbox"/>
Invoice Requires Receipt notice	X	<input type="checkbox"/>
Invoice submitted into Workflow	X	<input type="checkbox"/>
Invoice Workflow complete	X	<input type="checkbox"/>
Invoice line item(s) rejected	X	<input type="checkbox"/>
Invoice rejected	X	<input type="checkbox"/>
Contract Budget/Tier Notification	X	<input type="checkbox"/>
Contract Date Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Internal Order Fulfilled	X	<input type="checkbox"/>
Sales Order Line Item Available	X	<input type="checkbox"/>
Inventory Waste Disposal request	X	<input type="checkbox"/>

2. The following 6 events are automatically set to trigger **Email Preferences**: PR line item (s) rejected, PR rejected, PO line item (s) rejected, PO rejected, PO sent to supplier, and Contract Date Notifications.
3. The following 9 events are new with the July 2011 enhancements and are beneficial to users that frequently prepare reqs for other users that they want to track: Prepared By – Cart Assigned Notice, Prepared By – PR line item(s) rejected, Prepared By – PR rejected/returned, Prepared By – PO Workflow complete, Prepared By – PO sent to supplier, Prepared By – PO line item(s) rejected, Prepared By – PO rejected, Prepared By – PO Requires Receipt notice, and Prepared By – Invoice Requires Receipt notice.

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The screenshot shows the 'Email Preferences' section of the user profile. It contains two tables of settings:

Email Preference	Value	Override Role
Administration & Integration		
PR Expense Failure Notification	X	<input type="checkbox"/>
Invoice Expense Failure Notification	X	<input type="checkbox"/>
Shopping, Carts & Requisitions		
Prepared By - Cart Assigned Notice	X	<input type="checkbox"/>
Prepared By - PR line item(s) rejected	X	<input type="checkbox"/>
Prepared By - PR rejected/returned	X	<input type="checkbox"/>
Cart Assigned Notice	X	<input type="checkbox"/>
Receive PR and PO notifications for Carts Assigned to Me	X	<input type="checkbox"/>
PR submitted into Workflow	X	<input type="checkbox"/>
PR pending Workflow approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PR Workflow Notification available	X	<input type="checkbox"/>
PR Workflow complete / PO created	X	<input type="checkbox"/>
PR line item(s) rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cart/PR rejected/returned	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Orders		
Prepared By - PO Workflow complete	X	<input type="checkbox"/>
Prepared By - PO sent to supplier	X	<input type="checkbox"/>
Prepared By - PO line item(s) rejected	X	<input type="checkbox"/>
Prepared By - PO rejected	X	<input type="checkbox"/>
PO submitted into Workflow	X	<input type="checkbox"/>
PO Workflow complete	X	<input type="checkbox"/>
PO sent to supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PO Line Item Ship Notice	X	<input type="checkbox"/>
PO line item(s) rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PO rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PO line item Backorder notice	X	<input type="checkbox"/>
PO line item Cancellation notice	X	<input type="checkbox"/>

Email Preference	Value	Override Role
Settlement		
Prepared By - PO Requires Receipt notice	X	<input type="checkbox"/>
PO Requires Receipt notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepared By - Invoice Requires Receipt notice	X	<input type="checkbox"/>
Invoice Requires Receipt notice	X	<input type="checkbox"/>
Invoice submitted into Workflow	X	<input type="checkbox"/>
Invoice Workflow complete	X	<input type="checkbox"/>
Invoice line item(s) rejected	X	<input type="checkbox"/>
Invoice rejected	X	<input type="checkbox"/>
Contract Manager		
Contract Budget/Tier Notification	X	<input type="checkbox"/>
Contract Date Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplies Manager		
Internal Order Fulfilled	X	<input type="checkbox"/>
Sales Order Line Item Available	X	<input type="checkbox"/>
Inventory Waste Disposal request	X	<input type="checkbox"/>

4. Select the **Override Role** check box and the **Value** check box for an event that you would like to receive an email notification. **Note:** You can also reverse these steps to remove an email notification.
5. Click the **Save** button to update the events for notifications on your profile.
6. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.