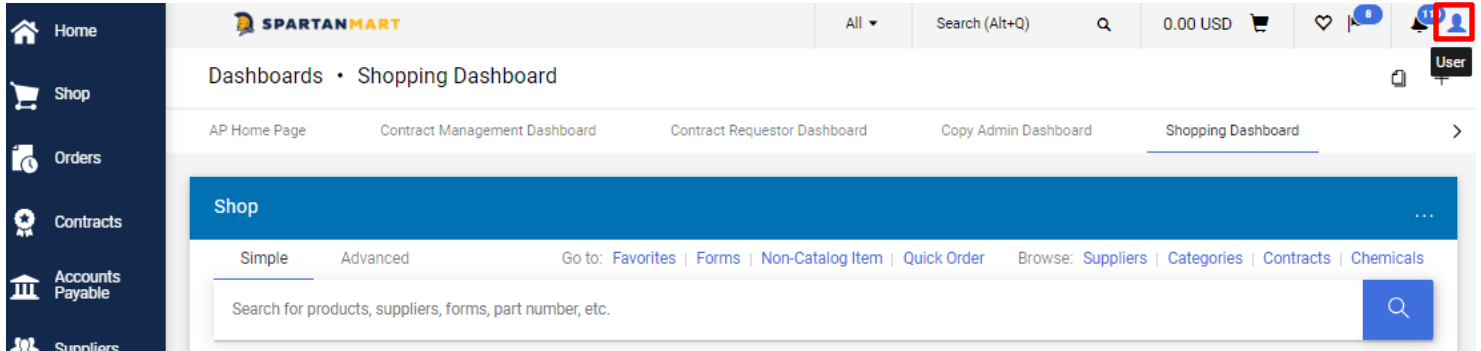


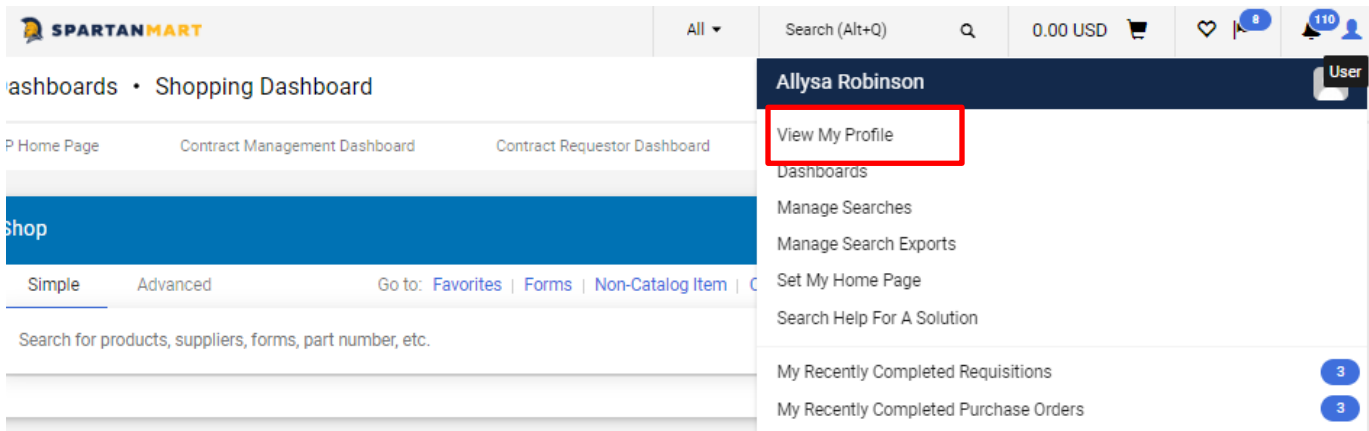
Notifications

You can change your notification settings in your profile –

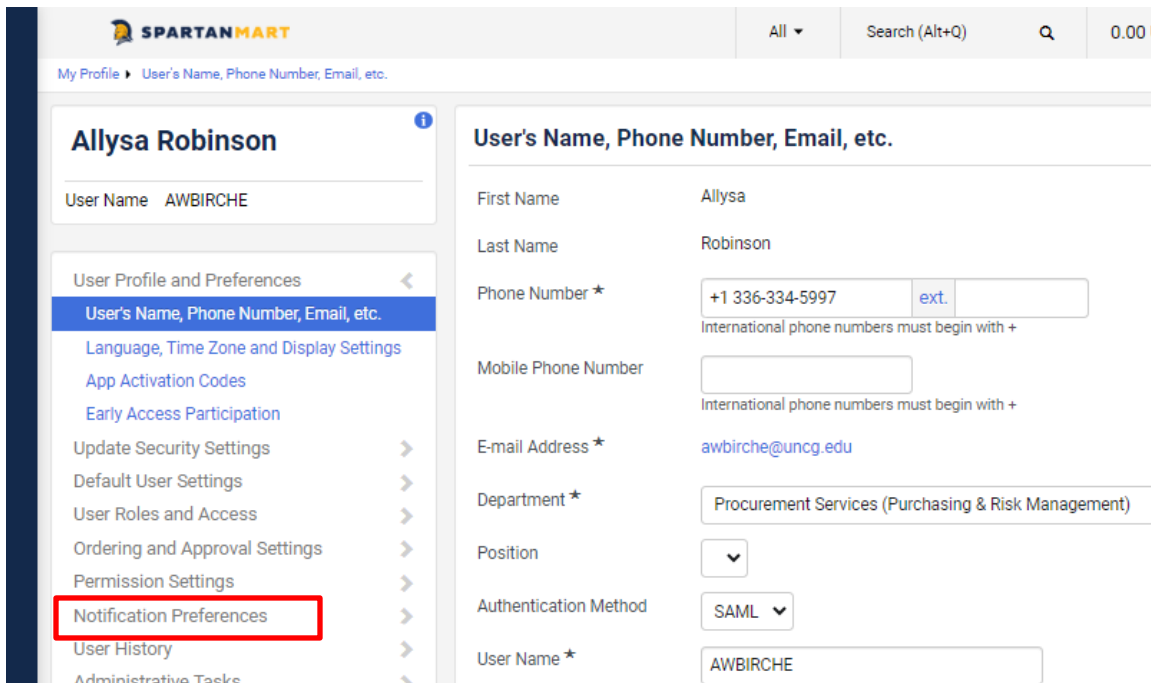
1. Click the Profile Icon in the top right corner.



2. Click View my Profile.



3. Expand 'Notification Preferences' from the menu on the left.



- 4.

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

Allysa Robinson
User Name AWBIRCHE

User Profile and Preferences >
Update Security Settings >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences <

Administration & Integration
Shopping, Carts & Requisitions
Purchase Orders
Catalog Management
Accounts Payable
Receipts
Contracts
Sourcing Director
Supplier Management
Form Requests

**Notification Preferences:
Shopping, Carts & Requisitions**

The in-application notifications are not yet available for all Email Notifications.

Prepared By - Cart Assigned Notice	None
Prepared By - PR line item(s) rejected	Email & Notification
Prepared By - PR rejected/returned	None
Cart Assigned Notice	Email
Receive PR and PO notifications for Carts Assigned to Me	Email
Assigned Cart Processed Notification	None
Assigned Cart Deleted Notification	None
Cart Shared Notice	Email
PR submitted into Workflow	Email & Notification
PR pending Workflow approval	None
PR pending Ad-Hoc Workflow approval	Email

6. If you want to edit the way you receive notifications about your Shopping, Carts & requisitions, Click that section.

Allysa Robinson
User Name AWBIRCHE

User Profile and Preferences >
Update Security Settings >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences <

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**Notification Preferences:
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Assigned Cart Deleted Notification	None
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PR submitted into Workflow	Email & Notification
PR pending Workflow approval	None
PR pending Ad-Hoc Workflow approval	Email

7. Then click the 'Edit Section' link.

The screenshot shows the SpartanMart user interface. At the top, there is a navigation bar with the SpartanMart logo, a user menu, a search bar, and a shopping cart icon. Below the navigation bar, the user's profile information is displayed: "Allysa Robinson" and "User Name AWBIRCHE". A sidebar on the left contains a list of navigation options, with "Shopping, Carts & Requisitions" highlighted. The main content area is titled "Notification Preferences: Shopping, Carts & Requisitions" and includes an "Edit Section" link. A blue banner states: "The in-application notifications are not yet available for all Email Notifications." Below this, a table lists various notification types and their current settings:

Notification Type	Current Setting
Prepared By - Cart Assigned Notice	None
Prepared By - PR line item(s) rejected	Email & Notification
Prepared By - PR rejected/returned	None
Cart Assigned Notice	Email
Receive PR and PO notifications for Carts Assigned to Me	Email
Assigned Cart Processed Notification	None

Example: The default for being notified when an assigned cart is deleted is submitted into workflow is to receive notifications. If you do not want to receive notifications, click on the radio button **Override** in line with 'Assigned Cart Deleted Notification'.

This screenshot shows a detailed view of the notification preferences. The left sidebar lists various system areas, with "Shopping, Carts & Requisitions" selected. The main area displays a list of notification types with radio buttons for "Default" and "Override", and a dropdown menu for the notification method. The "Assigned Cart Deleted Notification" row is highlighted with a red box, showing the "Override" radio button selected and the dropdown menu set to "None".

Notification Type	Default	Override	Notification Method
Cart Assigned Notice	<input checked="" type="radio"/>	<input type="radio"/>	Email
Receive PR and PO notifications for Carts Assigned to Me	<input type="radio"/>	<input checked="" type="radio"/>	Email
Assigned Cart Processed Notification	<input checked="" type="radio"/>	<input type="radio"/>	None
Assigned Cart Deleted Notification	<input type="radio"/>	<input checked="" type="radio"/>	None
Cart Shared Notice	<input checked="" type="radio"/>	<input type="radio"/>	Email

You have four options available from the drop down menu.

This block shows a close-up of the notification preference settings. It lists three notification types with their respective radio button settings:

- Assigned Cart Deleted Notification: Default, Override
- Cart Shared Notice: Default, Override
- PR submitted into Workflow: Default, Override

To the right, a dropdown menu is shown with the following options: "None", "None", "Email", "Notification", and "Email & Notification". The "None" option is currently selected.

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.

Assigned Cart Processed Notification ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Assigned Cart Deleted Notification ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	None
Cart Shared Notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email
PR submitted into Workflow ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
PR pending Workflow approval ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	None
PR pending Ad-Hoc Workflow approval ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email
PR Workflow Notification available ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email
PR Workflow complete / PO created ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
PR line item(s) rejected ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Cart/PR rejected/returned ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Receive PR and PO notifications for shared carts I am a participant of ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email
Sourcing Event created from Requisition ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification
PR created from an awarded Sourcing Event ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification
Cart created from an awarded Sourcing Event ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification

Now you will not receive any notifications when someone deletes a cart that they assigned to you.

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