# **Notifications**

You can change your notification settings in your profile -

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

Â	Home	All - Search (Alt+Q) Q 0.00 USD 📜 💝 🏴	<u> a</u>
	Shop	Dashboards • Shopping Dashboard	] –
-	Orders	AP Home Page Contract Management Dashboard Contract Requestor Dashboard Copy Admin Dashboard Shopping Dashboard	
_	Cideio	Shon	
<b>Q</b>	Contracts	Simple Advanced Go to: Equarities   Forms   Non-Catalog Item   Quick Order Browse: Suppliers   Categories   Contracts   Chemic	
俞	Accounts Payable	Page for products suppliers forms part number etc.	
fet	Cuppliore	Search for products, suppliers, forms, part number, etc.	

### 2. Click View my Profile.

🧎 SPARTA	NMART		All 👻	Search (Alt+Q)	٩	0.00 USD 🏾 📜	♡ 🔎	<b>1</b>
ashboards	Shopping Dashboard	Allysa Robinson				User		
P Home Page	Contract Management Dashboard	Contract Requestor Da	ashboard	View My Profile Dashboards				
Shop		Manage Searches Manage Search Exports						
Simple Search for prod	Advanced Go to: Favo	Set My Home Page Search Help For A Sc	lution					
		My Recently Comple My Recently Comple	ted Requis ted Purcha	itions ase Orders		3		

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

📜 SPARTANMART			All ▼ Search (Alt+Q) <b>Q</b> 0.00
My Profile 🕨 User's Name, Phone Number, Email	, etc.		
Allysa Robinson	0	User's Name, Phone	e Number, Email, etc.
User Name AWBIRCHE		First Name	Allysa
		Last Name	Robinson
User Profile and Preferences User's Name, Phone Number, Email, e	< etc.	Phone Number *	+1 336-334-5997 ext.
Language, Time Zone and Display Settings App Activation Codes Farly Access Participation		Mobile Phone Number	International phone numbers must begin with +
Update Security Settings	>	E-mail Address *	awbirche@uncg.edu
Default User Settings User Roles and Access	>	Department *	Procurement Services (Purchasing & Risk Management)
Ordering and Approval Settings	>	Position	~
Permission Settings Notification Preferences	>	Authentication Method	SAML V
User History Administrative Tasks	>	User Name *	AWBIRCHE

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

Allysa Robinson		Notification Preferences: Shopping, Carts & Requisitions				
User Name AWBIRCHE						
		The in-application notifications are not yet available for all Email Notifications.				
User Profile and Preferences	>					
Update Security Settings	>	Prepared By - Cart Assigned Notice 😧	None			
Default User Settings	>	Droporod Dy, DD line item/o) rejected	Empil & Notification			
User Roles and Access	>	Prepared By - PR line item(s) rejected 👻	Entail & Notification			
Ordering and Approval Settings	>	Prepared By - PR rejected/returned 😣	None			
Permission Settings		Cart Assigned Notice	Email			
Notification Preferences						
Administration & Integration		Receive PR and PO notifications for Carts	Email			
Shopping, Carts & Requisitions		Assigned to Me 😝				
Purchase Orders		Assigned Cart Processed Notification \varTheta	None			
Catalog Management		Assigned Cart Deleted Notification	None			
Accounts Payable		Assigned Cart Deleted Notification	None			
Receipts		Cart Shared Notice \varTheta	Email			
Contracts		PR submitted into Workflow 9	Email & Notification			
Sourcing Director						
Supplier Management		PR pending Workflow approval \varTheta	None			
Form Requests		PR pending Ad-Hoc Workflow approval 😣	Email			
I I I Bakano	A					

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	
Notification Preferences Administration & Integration	
Notification Preferences Administration & Integration Shopping, Carts & Requisitions	
Administration Preferences Administration & Integration Shopping, Carts & Requisitions Purchase Orders	
Notification Preferences Administration & Integration Shopping, Carts & Requisitions Purchase Orders Catalog Management	
Administration Preferences Administration & Integration Shopping, Carts & Requisitions Purchase Orders Catalog Management Accounts Payable	
Notification Preferences         Administration & Integration         Shopping, Carts & Requisitions         Purchase Orders         Catalog Management         Accounts Payable         Receipts	
Notification Preferences Administration & Integration Shopping, Carts & Requisitions Purchase Orders Catalog Management Accounts Payable Receipts Contracts	
Notification Preferences         Administration & Integration         Shopping, Carts & Requisitions         Purchase Orders         Catalog Management         Accounts Payable         Receipts         Contracts         Sourcing Director	
Notification Preferences         Administration & Integration         Shopping, Carts & Requisitions         Purchase Orders         Catalog Management         Accounts Payable         Receipts         Contracts         Sourcing Director         Supplier Management	
Administration 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 \varTheta	Email
Receive PR and PO notifications for Carts Assigned to Me	Email
Assigned Cart Processed Notification \varTheta	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

7. Then click the 'Edit Section' link.

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My Profile  Notification Preferences  Shoppi	ing, Carts & Re	equisitions								Ð
Allysa Robinson		Notification Preferences: Shopping, Carts & Requisitions								
User Name AWBIRCHE	The in-application notifications are not yet available for all Email Notifications.									
User Profile and Preferences	>									
Update Security Settings > Default User Settings > User Roles and Access >		Prepared By - Cart Assigned I	Notice \varTheta	None						
		Droporod Dy, DD lipo itom(a)	Email & Not	Email & Notification						
		Prepared By - PR line item(s) rejected 👻							Email & Not	
Ordering and Approval Settings		Prepared By - PR rejected/returned \varTheta None								
Permission Settings		Cart Assigned Notice		Email	Email					
Notification Preferences										
Administration & Integration		Receive PR and PO notifications for Carts		r Carts Email						
Shopping, Carts & Requisitions	Assigned to Me 😉									
Purchase Orders	Assigned Cart Processed Not	tification 🖯	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'.** 

Notification Preferences	<	Cart Assigned Notice <table-cell></table-cell>		Default	Override	Email	
Administration & Integration Shopping, Carts & Requisitions		Receive PR and PO notification	🔿 Default	<ul> <li>Override</li> </ul>	Email	~	
Purchase Orders Catalog Management		Assigned to Me	💿 Default	Override	None		
Accounts Payable Receipts		Assigned Cart Deleted Notifica	ation 🖯	🔿 Default	<ul> <li>Override</li> </ul>	None	~
Contracts Sourcing Director		Cart Shared Notice \varTheta		◉ Default	Override	Email	
You have four options available	e from	the drop down menu.					
Assigned Cart Deleted Notification	Ð	🔿 Default	Override		None	~	
Cart Shared Notice	<ul> <li>Default</li> </ul>	Override		None Email Notification			
PR submitted into Workflow		Default	O Override		Email & Notif	ication	

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.

PR 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 \varTheta	🔘 Default	<ul> <li>Override</li> </ul>	None
Assigned Cart Deleted Notification 😣	🔿 Default	Override	None 🗸
Cart Shared Notice \varTheta	🖲 Default	Override	Email
PR submitted into Workflow	Default	O Override	Email & Notification
PR pending Workflow approval \varTheta	⊖ Default	Override	None 🗸
PR pending Ad-Hoc Workflow approval $oldsymbol{\Theta}$	💿 Default	Override	Email
PR Workflow Notification available \varTheta	💿 Default	Override	Email
PR Workflow complete / PO created \varTheta	🖲 Default	O Override	Email & Notification
PR line item(s) rejected	🖲 Default	Override	Email & Notification
Cart/PR rejected/returned	💿 Default	Override	Email & Notification
Receive PR and PO notifications for shared carts I am a participant of 😌	💿 Default	Override	Email
Sourcing Event created from Requisition 😝	💿 Default	Override	Notification
PR created from an awarded Sourcing Event $oldsymbol{\Theta}$	💿 Default	Override	Notification
Cart created from an awarded Sourcing Event 😣	🖲 Default	Override	Notification
			Save Changes Cancel

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.