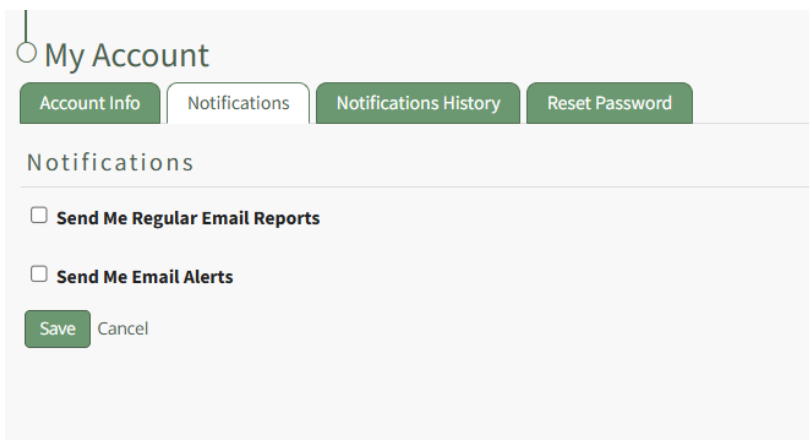


My Accounts Page:

Notifications Tab

The Notifications Tab on the My Account Page allows a KAStrack user to make their own selections regarding the type and frequency of email reports and email alerts they wish to receive. There are two checkboxes that if selected, expand with additional options for customization: “Send Me Regular Email Reports” and “Send Me Email Alerts”.



The screenshot shows the 'My Account' page with the 'Notifications' tab selected. The page has a header with a user icon and the text 'My Account'. Below the header are four tabs: 'Account Info', 'Notifications' (which is active), 'Notifications History', and 'Reset Password'. The 'Notifications' tab content area is titled 'Notifications' and contains two unchecked checkboxes: 'Send Me Regular Email Reports' and 'Send Me Email Alerts'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

KAStrack generates and sends reports for the following modules: Actions, Assets, Documents, Finance, People, and Reports. If the “Send Me Regular Email Reports” box is checked, the user will be able to designate whether or not they wish to receive regular reports for each of those modules.

Notifications

☒ Send Me Regular Email Reports

Drag items to put the modules in the order you would like to see them in your reports email.

From: TRAINING GROUND <noreply@kastrack.com>
 To: morkusmba@gmail.com test
 Subject: TRAINING GROUND KAStrack Report for Mitzi Orkus #Date#

Actions
 Receive: Do Not Receive

Assets
 Receive: Do Not Receive

Documents
 Receive: Executive Summary

Finance
 Receive: Do Not Receive

People
 Receive: Executive Summary, Detailed Report (All Users)

Reports
 Receive: Do Not Receive

Email Report Frequency

☒ Daily
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

☐ Weekly
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

☐ Monthly

* Months that do not have these days will instead be sent on the last day of the month

A preview of the email header and subject are shown above the listed modules. Press “test” on the To: line to be sent a test email of the report summary based on the settings below. If you’d like to edit the content of the email’s Subject, select the green pen at the end of the Subject line.

The items in the list can be dragged and dropped as desired according to user preference or priority. Changing the order modules are listed in changes the order reports are presented in on the actual email.

Each item has the word “Receive” located underneath it with a text box located to the right to permit selection of the report/summary. If the cursor is placed within the box, a default report type is offered for that menu item via drop-down list from which multiple reports can be chosen. The table below indicates the reports are available for each module. Save the field with no selected reports to set it as Do Not Receive.

Regular Reports Available via Email Notifications	
Module	Reports Available
Actions	Executive Summary

Assets	Executive Summary, Detailed Report
Documents	Executive Summary
Finance	My Budgets, Executive Summary
People	Executive Summary, Detailed Report (All Users), Detailed Report (Supervised Users), Detailed Report (All Users Grouped by Supervisor) Detailed Report (All Users Group By Supervisor)
Reports	Accounts: Current Accounts, All Payments, Budgets: All Budget Items, Budgets: Approval Status, Budgets: Pending Approvals, Budgets: Rejected Budget Items, Budgets: Summary, People: Certification Status, People: Certification Status by Certification Role, People: Pending Approvals, People: Role Status

The reports available from the Reports Module will vary per user based on what the individual has access to.

How To: Edit Your Individual Email Report Preferences

KAStrack sends email alerts for the following modules: Accounts, Actions, Assets, Dispatch, Documents, Finance, Forms, Meetings, and People.

Notifications

☐ Send Me Regular Email Reports

☒ Send Me Email Alerts

Alert digests are not applicable to all alerts and are sent between midnight and 4am every day. Communications sent from a user are always sent in real time.

Accounts ?

Real Time

Actions ?

Real Time

Assets ?

Real Time

Dispatch ?

Real Time

Documents ?

Real Time

Finance ?

Real Time

Forms ?

Real Time

Meetings ?

Real Time

People ?

Real Time

Save

Cancel

Each module has a dropdown menu with three options that designate when an email alert is sent: “Real Time”, “Digest”, and “Do Not Receive”.

Real Time is the default setting that sends email alerts in real time. Digest is KAStrack’s delayed timing feature. Selecting “Digest” will summarize all alerts with this designation to be sent daily between midnight and 4 a.m., Central Time (United States). Alert digests are not applicable to all alerts.

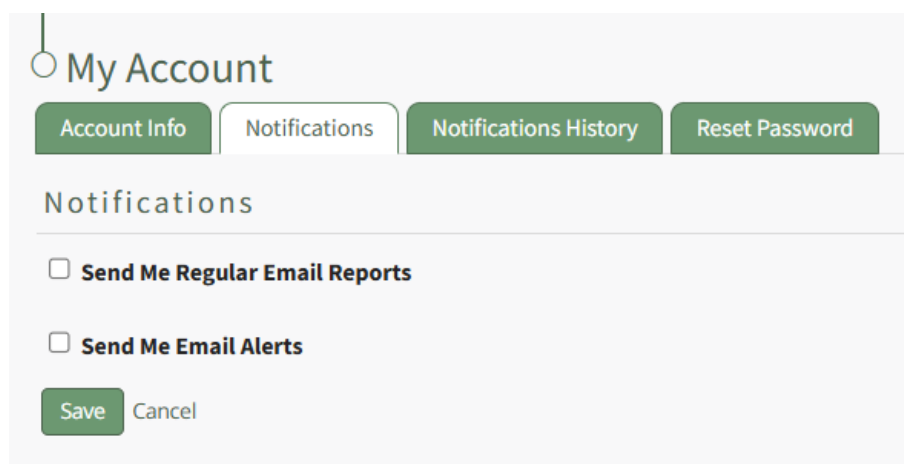
Whether or not an alert is digestible is specified by an individual with an admin access level.

Do Not Receive designates that the user does not wish to receive email alerts about that specific module.

Communications sent from users are always sent in real time.

How To: Edit Your Individual Email Alert Preferences

To edit your email alert preferences, open the Notifications Tab on the My Accounts Page in the Accounts Module. This tab is also accessible from the Main Menu.



The screenshot shows the 'My Account' page with the 'Notifications' tab selected. The page has a header 'My Account' and a sub-header 'Notifications'. Below the sub-header are two checkboxes: 'Send Me Regular Email Reports' and 'Send Me Email Alerts'. At the bottom are 'Save' and 'Cancel' buttons.

Select the “Send Me Email Alerts” checkbox opening the selections to be made for customization.

Notifications

☐ **Send Me Regular Email Reports**

☒ **Send Me Email Alerts**

*Alert digests are not applicable to all alerts and are sent between midnight and 4am every day.
Communications sent from a user are always sent in real time.*

Accounts ?	Real Time ▼
Actions ?	Real Time ▼
Assets ?	Real Time ▼
Dispatch ?	Real Time ▼
Documents ?	Real Time ▼
Finance ?	Real Time ▼
Forms ?	Real Time ▼
Meetings ?	Real Time ▼
People ?	Real Time ▼

Save Cancel

KAStrack sends email alerts for the following modules: Accounts, Actions, Assets, Dispatch, Documents, Finance, Forms, Meetings, and People. Each module has a dropdown menu with three options that designate when an email alert is sent: “Real Time”, “Digest”, and “Do Not Receive”.

Real Time is the default setting that sends email alerts in real time. Digest is KAStrack’s delayed timing feature. Selecting “Digest” will summarize all alerts with this designation to be sent daily between midnight and 4 a.m. Central Time (United States). Alert digests are not applicable to all alerts.

Whether or not an alert is digestible is specified by an individual with an admin access level.

Do Not Receive designates that the user does not wish to receive email alerts about that specific module.

Communications sent from users are always sent in real time.

When your desired selections are made, click on the “Save” button at the bottom of the screen. Clicking “Cancel” will not save changes and revert back to the previously saved preferences on the Notifications Tab of the My Account Page.

Revision #6

Created 2025-11-24 17:35:46 UTC by Mitzi Orkus

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