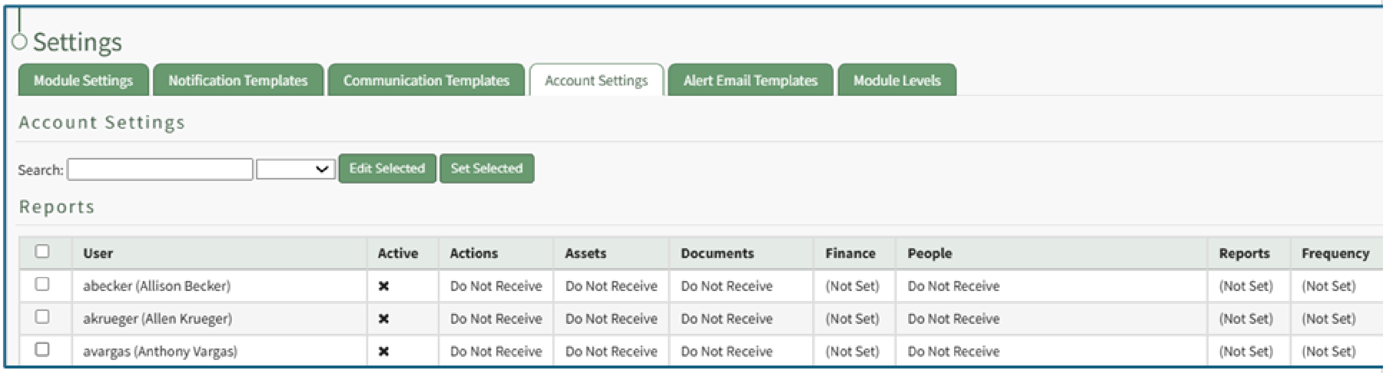
Dispatch Module Email Alert Summary

Users can enable and set their own notifications preferences for system emails on the Notifications Tab of the My Accounts Page in the Accounts Module.

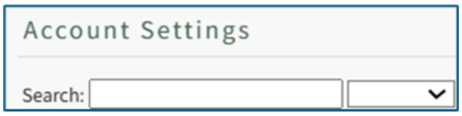
How To: Edit Email Report/Alert Notification Settings for Existing Accounts

To edit email report / alert settings for existing accounts, go to the Account Settings Tab on the Settings Page of the Communications Module.



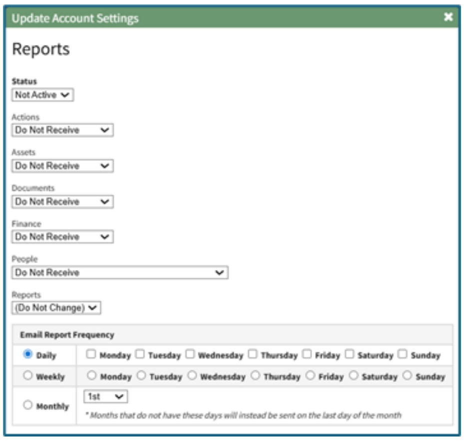
	User	Active	Actions	Assets	Documents	Finance	People	Reports	Frequency
	abecker (Allison Becker)	✖	Do Not Receive	Do Not Receive	Do Not Receive	(Not Set)	Do Not Receive	(Not Set)	(Not Set)
	akrueger (Allen Krueger)	✖	Do Not Receive	Do Not Receive	Do Not Receive	(Not Set)	Do Not Receive	(Not Set)	(Not Set)
	avargas (Anthony Vargas)	✖	Do Not Receive	Do Not Receive	Do Not Receive	(Not Set)	Do Not Receive	(Not Set)	(Not Set)

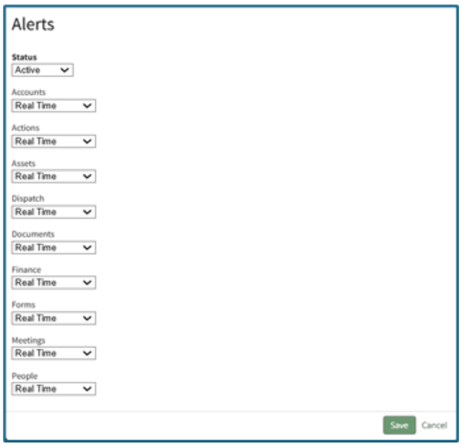
Select the users whose email report/ alerts notification settings you wish to edit.



The Search textbox simplifies the search for specific users. The dropdown menu allows you to select between users' current statuses for Reports/Alerts receipt. If you wish to edit all user accounts with the same new settings, select the checkbox in the title row of the table to select all users in the table. Selecting a user in one table automatically selects them in the other.

Select the "Edit Selected" button, opening the Update Account Settings Modal.





Make the desired changes for both email reports/alerts that you would like to apply to the pre-selected users.

Select “Save” for the notification preferences to be altered. Click “Cancel” to return to the Account Settings Tab on the Settings Page with any user accounts being impacted.

Dispatch Module Email Alerts Summary	
Email Alert	**Digestible**
Dispatch Approval Required	Can be sent via digest

> Administrators can update the system default settings (including whether they are sent in real-time or digestible) for alert emails on the Settings Page of the Communications Module.

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