

# 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.

The screenshot shows the 'Settings' page with the 'Account Settings' tab selected. Below the search bar, there is a table with the following data:

| <input type="checkbox"/> | User                     | Active | Actions        | Assets         | Documents      | Finance   | People         | Reports   | Frequency |
|--------------------------|--------------------------|--------|----------------|----------------|----------------|-----------|----------------|-----------|-----------|
| <input type="checkbox"/> | abecker (Allison Becker) | ✘      | Do Not Receive | Do Not Receive | Do Not Receive | (Not Set) | Do Not Receive | (Not Set) | (Not Set) |
| <input type="checkbox"/> | akrueger (Allen Krueger) | ✘      | Do Not Receive | Do Not Receive | Do Not Receive | (Not Set) | Do Not Receive | (Not Set) | (Not Set) |
| <input type="checkbox"/> | 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 screenshot shows a search bar with the text 'Account Settings' above it. The search bar contains a text input field and a dropdown menu.

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.

**Update Account Settings**

**Reports**

Status:

Actions:

Assets:

Documents:

Finance:

People:

Reports:

**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

**Alerts**

Status:

Accounts:

Actions:

Assets:

Dispatch:

Documents:

Finance:

Forms:

Meetings:

People:

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.