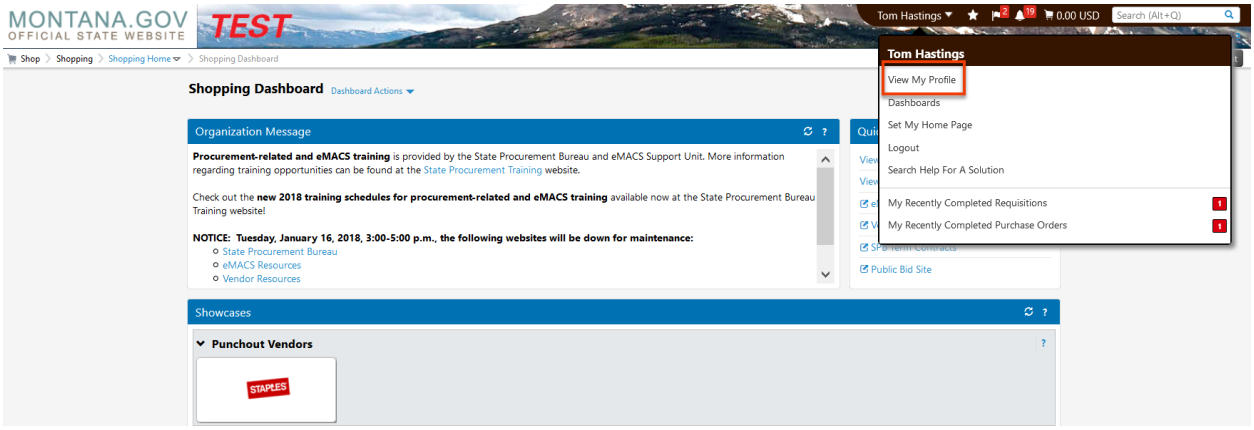
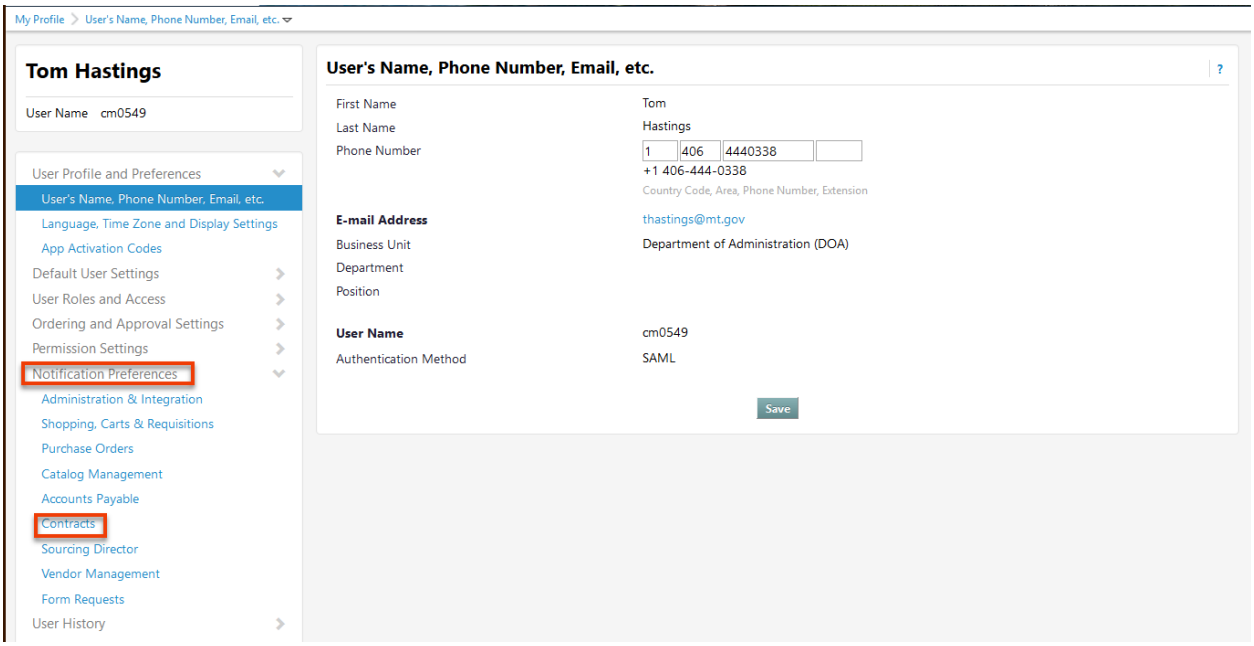
Accessing Notification Preferences in eMACS

The purpose of this document is to show how to manage notification preferences in eMACS. Each user can view/change notifications under their profile.

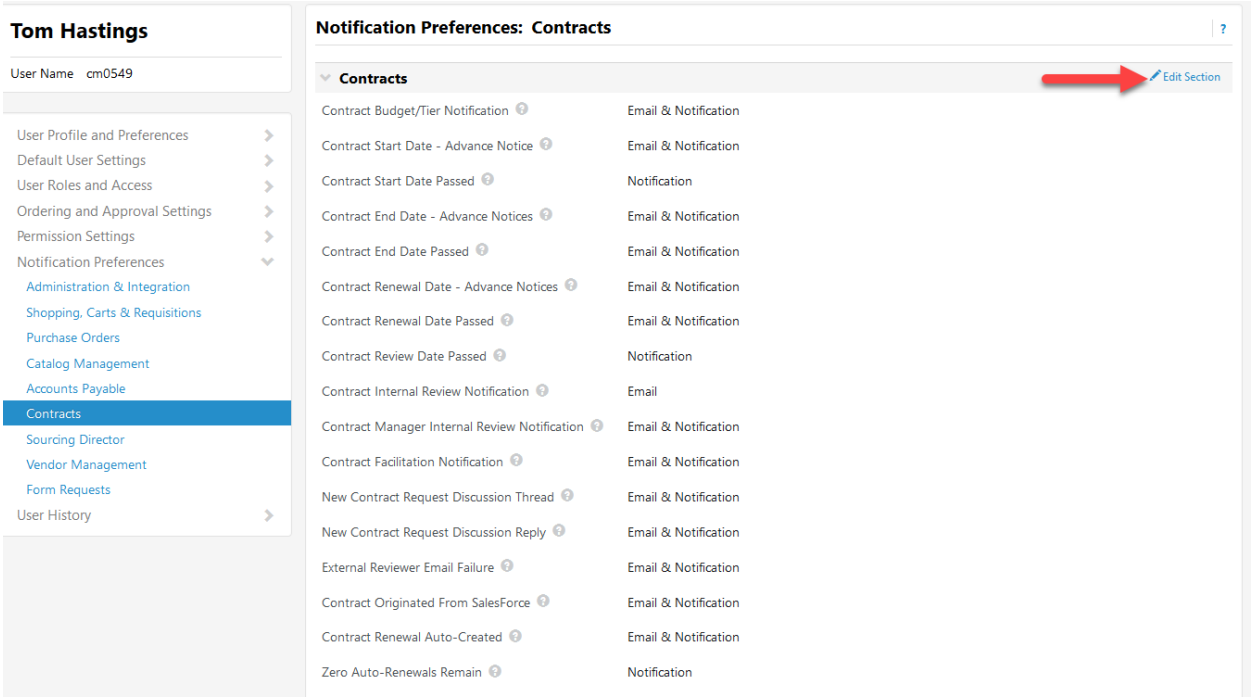
1. From the home page in eMACS, user will click on their name in upper right-hand corner of page.
2. From the new window, select “View My Profile”.



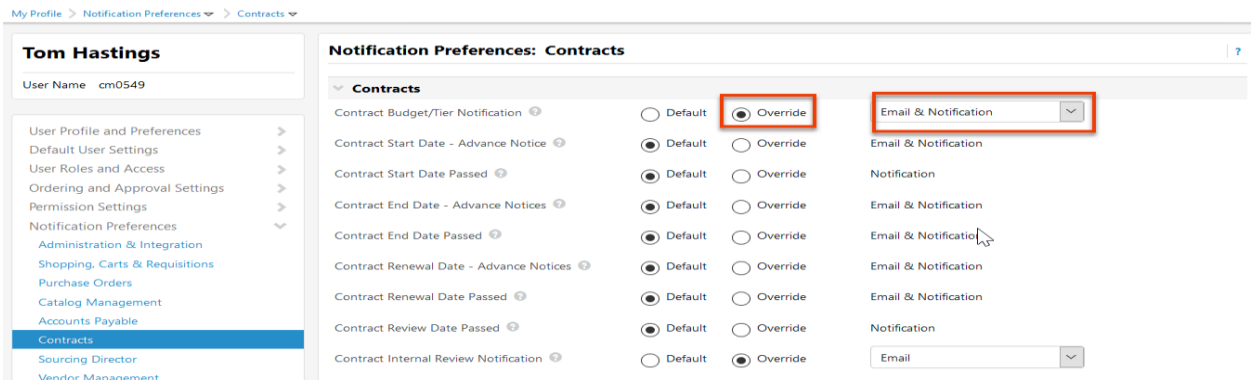
3. User profile is the landing page. On the left side of page, click “Notification Preferences”, then select module title to view notification listings (i.e. Contracts).



4. This view will show all options of notifications a user can receive. To make changes, click “Edit Section” in upper right-hand section of page.



5. This page is now in edit mode. Changes can be made by choosing the “Override” option and then selecting the method to receive notification.
   Click “Save Changes”.
   Below are explanations of method options:
   a) None – User will not receive this notification.
   b) Email – Notification is sent to email listed under profile (Suggested Option).
   c) Notification – User needs to be logged into eMACS to receive notification.
   d) Email & Notification – User receives email AND notification in eMACS.



NOTE: Default notifications are assigned at the user role, but can be changed based on user preference. Use caution when deciding which notifications are set to “None” as user will not be notified when this action occurs.