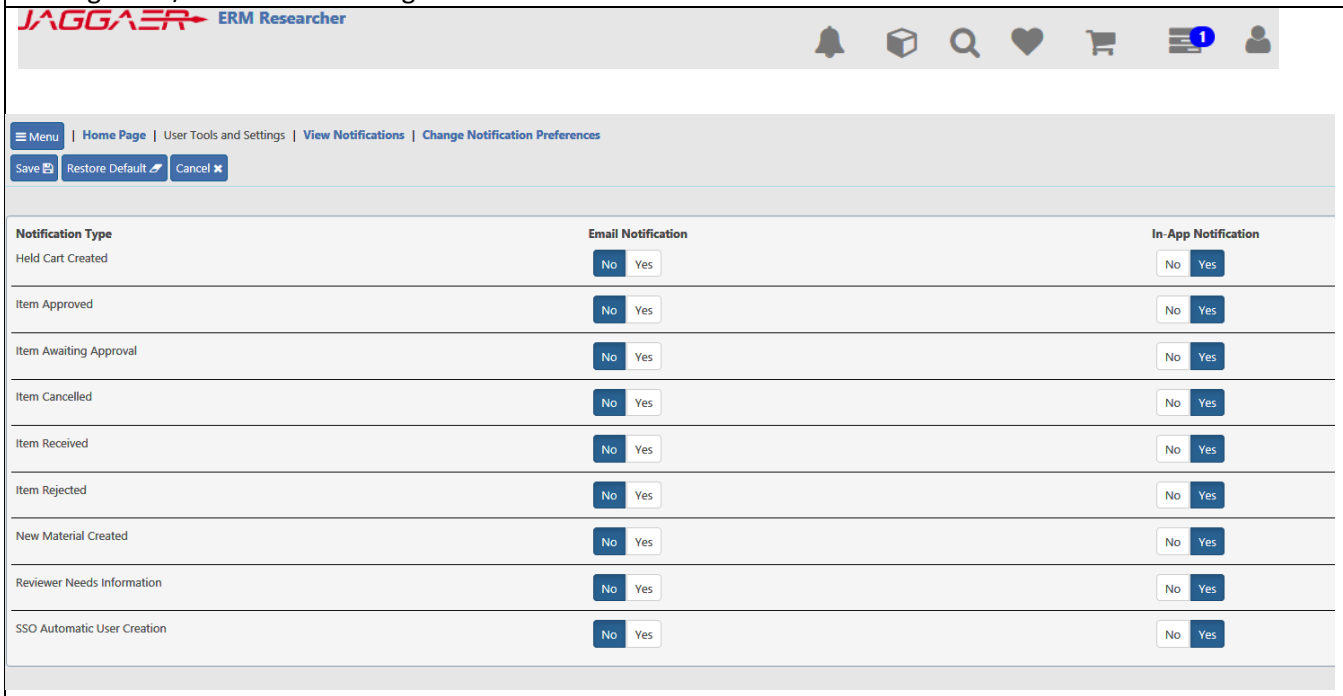
# Editing Email/Notification Setting

Chemical Inventory Management

| Editing Email/Notification Setting | |
|---|---|
|  | ▶ Select the “notification bell” icon<br>▶ Click on the “setting wheel” icon in the bottom left corn of the “view notification” windows.<br>▶ Select the email or in-app notification you want to receive by selecting the “Yes/No” option<br>▶ Click “save” button to confirm settings. |

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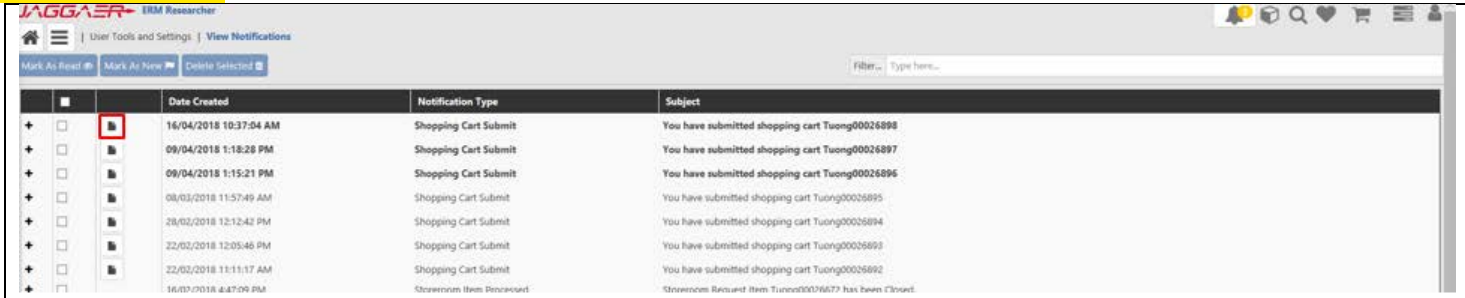


Viewing Shopping Cart Summary attachment.

- Select “notification bell” icon
- Clicking on the “attachment” button will generate a PDF file which summarise your shopping cart submission

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| Notification Event | Notification is generated when… | Notification is sent to the following users |
|---|---|---|
| Held Cart Created | A Held Cart is created | Users with permission of "ERM Researcher Tile Held Carts" (My Sites rule applies) |
| Item Approved | An item has been approved | Creator and Recipient of Shopping Cart. |
| Item Awaiting Approval | A Shopping Cart has been submitted and at least one item requires an approval | User with the permission to approve the item (My Sites rule applies)<br>If a Held Cart is created because an approval is needed, the user receives an “Item Awaiting Approval” notification but not a “Held Cart” notification. |
| Item Cancelled | An item has been explicitly closed or canceled from the Receiving Search page (please read the “Receiving” section for more information). | Creator and Recipient of Shopping Cart |
| Item Received | An item has been either partially or fully received | Creator and Recipient of Shopping Cart |
| Item Rejected | An item requiring an approval has been rejected | Creator and Recipient of Shopping Cart |
| New Material Created | A new material has been automatically created through the request process | Users with permission of "Edit All Materials” (My Sites rule applies) |
| Reviewer Needs Information | The logged in user has requested more information about a Held Cart item. This notification is explicitly triggered through the Edit Shopping Cart Item page. (This page is currently not available for Type In Items). | Recipient of Shopping Cart |
| SSO Automatic User Created | Within an SSO configuration, if a user is automatically created. Please read the “Infrastructure and Administration” section on how to configure ERM to automatically create new users. | Users with permission "People Administration Create/Edit All People" |