

Editing Email/Notification Setting

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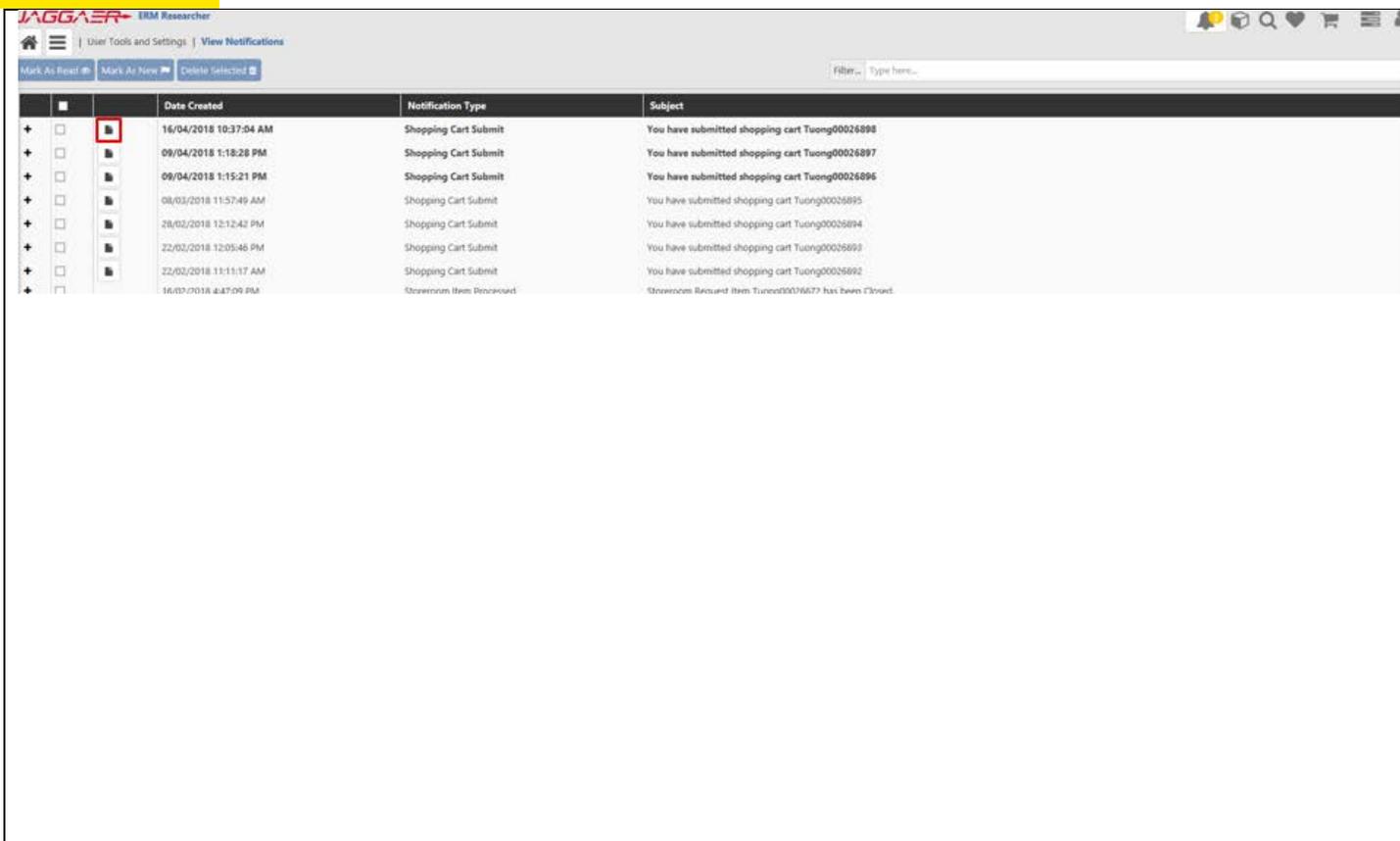
Menu | [Home Page](#) | [User Tools and Settings](#) | [View Notifications](#) | [Change Notification Preferences](#)

Save Restore Default Cancel

Notification Type	Email Notification		In-App Notification	
Held Cart Created	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Item Approved	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Item Awaiting Approval	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Item Cancelled	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Item Received	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Item Rejected	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
New Material Created	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Reviewer Needs Information	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
SSO Automatic User Creation	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

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

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		Date Created	Notification Type	Subject
+ <input type="checkbox"/>		16/04/2018 10:37:04 AM	Shopping Cart Submit	You have submitted shopping cart Tuong00026898
+ <input type="checkbox"/>		09/04/2018 1:18:28 PM	Shopping Cart Submit	You have submitted shopping cart Tuong00026897
+ <input type="checkbox"/>		09/04/2018 1:15:21 PM	Shopping Cart Submit	You have submitted shopping cart Tuong00026896
+ <input type="checkbox"/>		08/03/2018 11:57:49 AM	Shopping Cart Submit	You have submitted shopping cart Tuong00026895
+ <input type="checkbox"/>		28/02/2018 12:12:42 PM	Shopping Cart Submit	You have submitted shopping cart Tuong00026894
+ <input type="checkbox"/>		22/02/2018 12:05:46 PM	Shopping Cart Submit	You have submitted shopping cart Tuong00026893
+ <input type="checkbox"/>		22/02/2018 11:11:17 AM	Shopping Cart Submit	You have submitted shopping cart Tuong00026892
+ <input type="checkbox"/>		16/03/2018 4:47:09 PM	Storeroom Item Received	Storeroom Received Item Tuong00026877 has been closed.

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) 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"