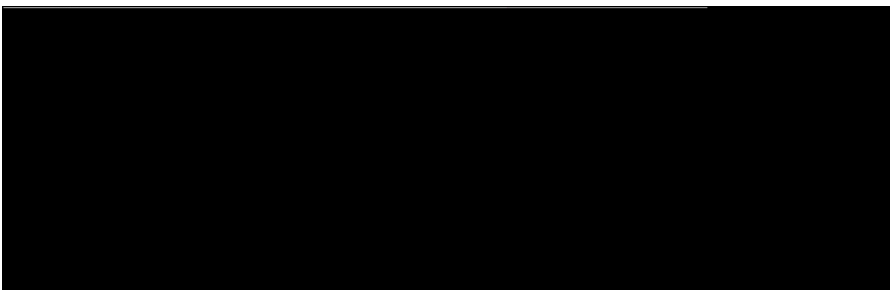




User Settings

Updated: August 29, 2024

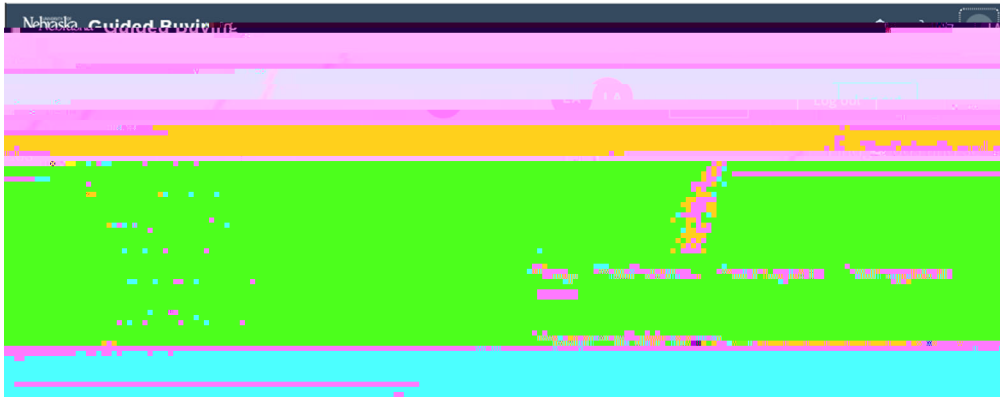
3. The Personal Profile screen opens displaying your personal info (e.g., name, email, supervisor). Click "Next".
4. In the Account/Ship section, default values for G/L, cost center, ship to, and unloading point can be changed. Click the dropdown in a field to search for/select a value. Enter a value in the Search field (e.g., G/L account #, cost center #, etc.). Click "Search"; the valu



User Settings

CHANGE EMAIL NOTIFICATION PREFERENCES

1. From the Guided Buying homepage, click the Profile icon and select “Change email notification preferences” from the drop-down menu.



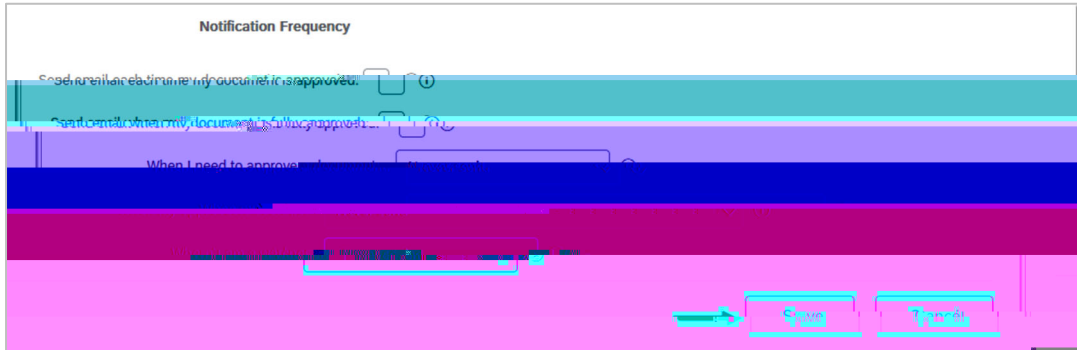
2. From the Edit Email Notification Preferences screen, click the “Edit preferences for” dropdown and select the document type to edit. (Note: Most options won’t generate notifications at all. The requisition notification is what most people will want to edit and



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- The Notification Frequency section allows users, watchers, and approvers to control the frequency of email notifications or discontinue receiving notifications entirely. To discontinue all notifications for a particular document type (e.g., requisitions) for all roles, uncheck both checkboxes and select "Never send" in all dropdowns. Click "Save".



- To continue to receive emails but change the frequency, select the desired option from the dropdown (depending on your role) . Click "Save"

