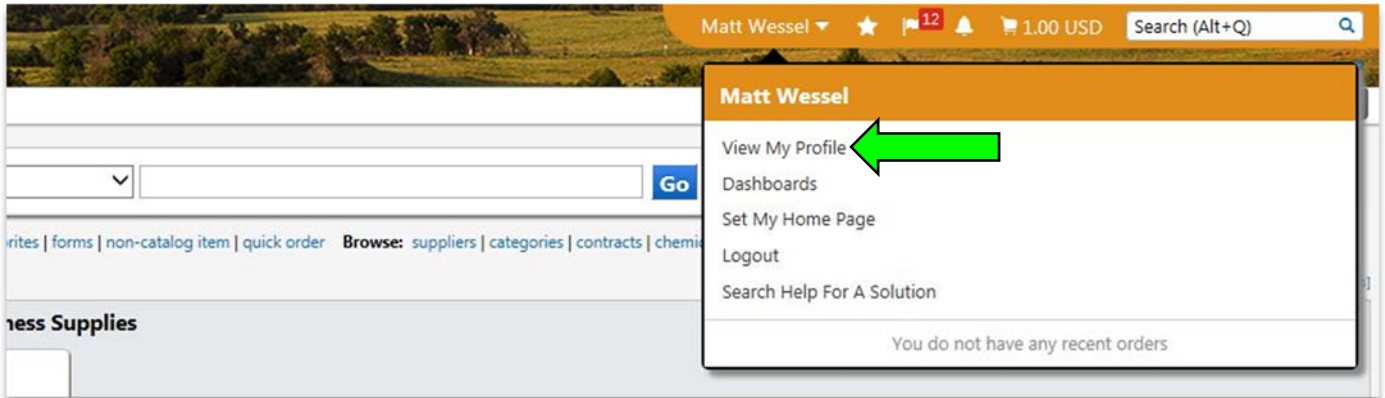
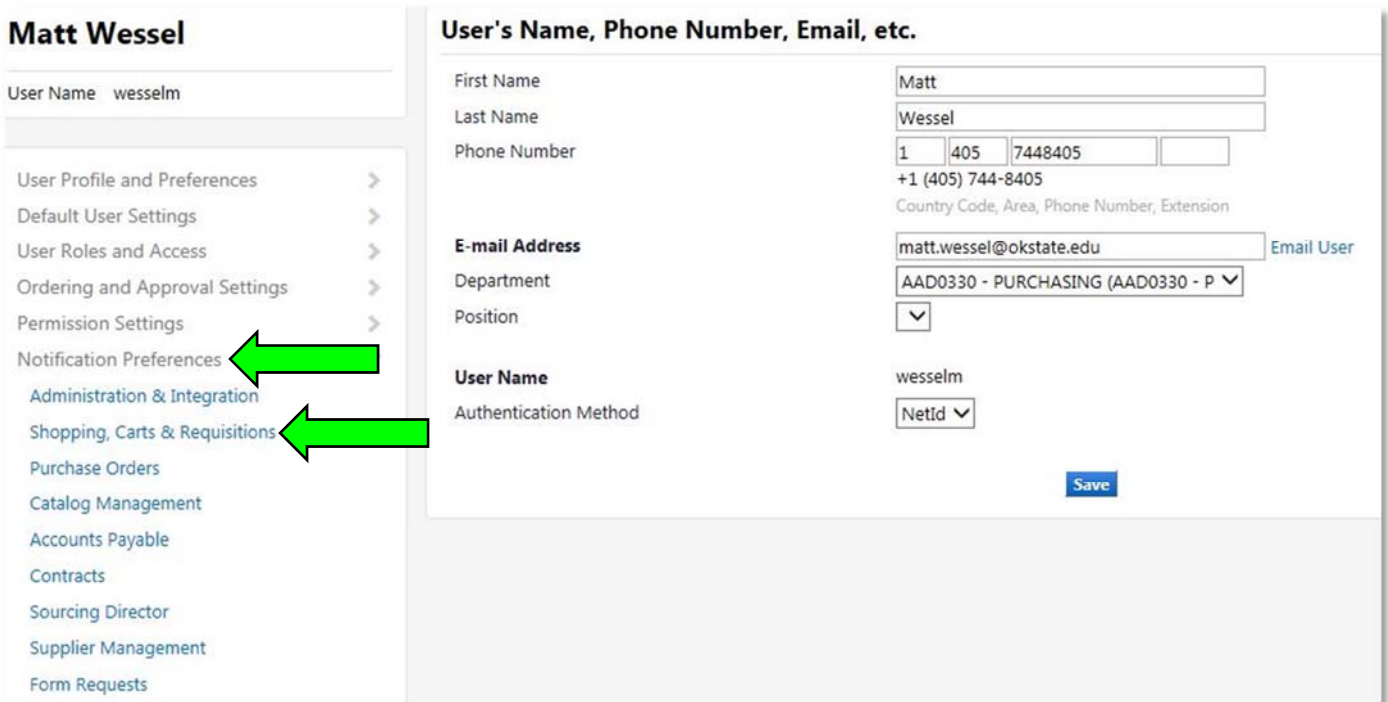


## Setting Notification Preferences

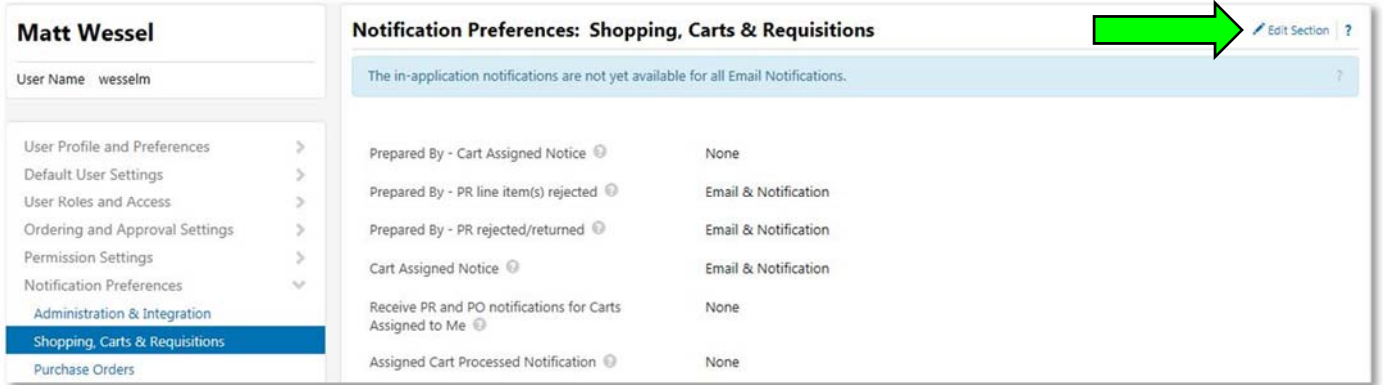
1. From the OK Corral Homepage click on your name and select “View My Profile” from the drop down.




2. Click on “Notification Preferences” from the left hand menu, then select a notification category.



3. From this page click  **Edit Section** in the top right hand corner.



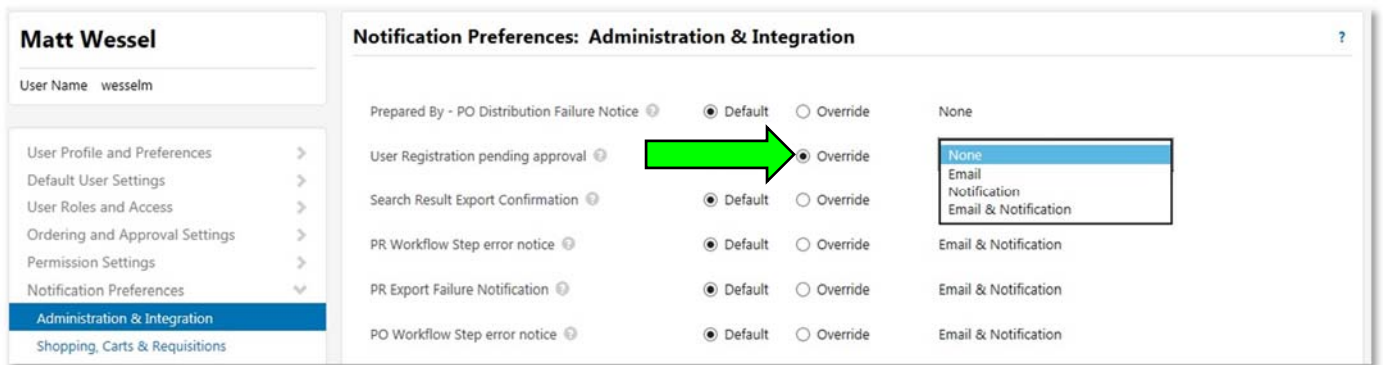
**Matt Wessel**  
User Name wesselm

**Notification Preferences: Shopping, Carts & Requisitions**  **Edit Section** ?

The in-application notifications are not yet available for all Email Notifications.

|  |                      |
|--|----------------------|
| Prepared By - Cart Assigned Notice                       | None                 |
| Prepared By - PR line item(s) rejected                   | Email & Notification |
| Prepared By - PR rejected/returned                       | Email & Notification |
| Cart Assigned Notice                                     | Email & Notification |
| Receive PR and PO notifications for Carts Assigned to Me | None                 |
| Assigned Cart Processed Notification                     | None                 |

4. Choose “Override” next to the Notification you wish to change, then select an option from the drop down that appears.

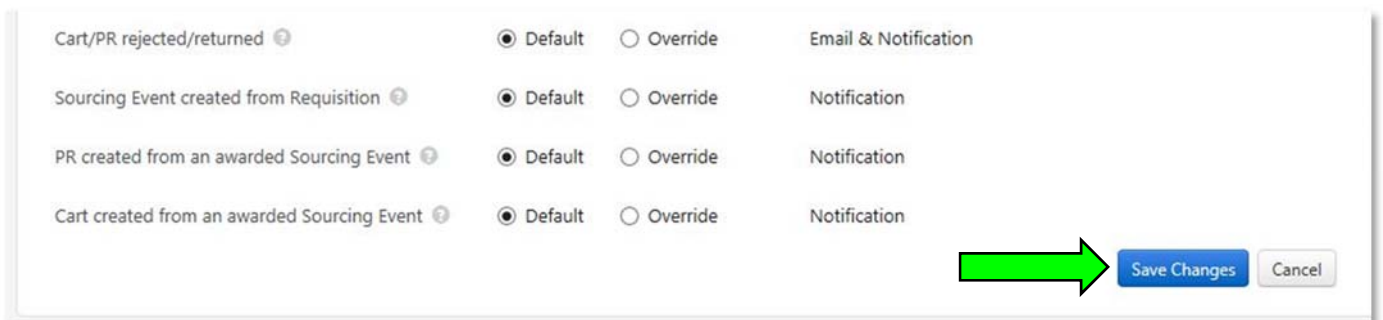


**Matt Wessel**  
User Name wesselm




**Notification Preferences: Administration & Integration** ?


|  |   |  |
|--|---|--|
| Prepared By - PO Distribution Failure Notice | <input checked="" type="radio"/> Default <input type="radio"/> Override | None   |
| User Registration pending approval           | <input type="radio"/> Default <input checked="" type="radio"/> Override | <div style="border: 1px solid black; padding: 2px;">None<br/>Email<br/>Notification<br/>Email &amp; Notification</div> |
| Search Result Export Confirmation            | <input checked="" type="radio"/> Default <input type="radio"/> Override |  |
| PR Workflow Step error notice                | <input checked="" type="radio"/> Default <input type="radio"/> Override | Email & Notification   |
| PR Export Failure Notification               | <input checked="" type="radio"/> Default <input type="radio"/> Override | Email & Notification   |
| PO Workflow Step error notice                | <input checked="" type="radio"/> Default <input type="radio"/> Override | Email & Notification   |

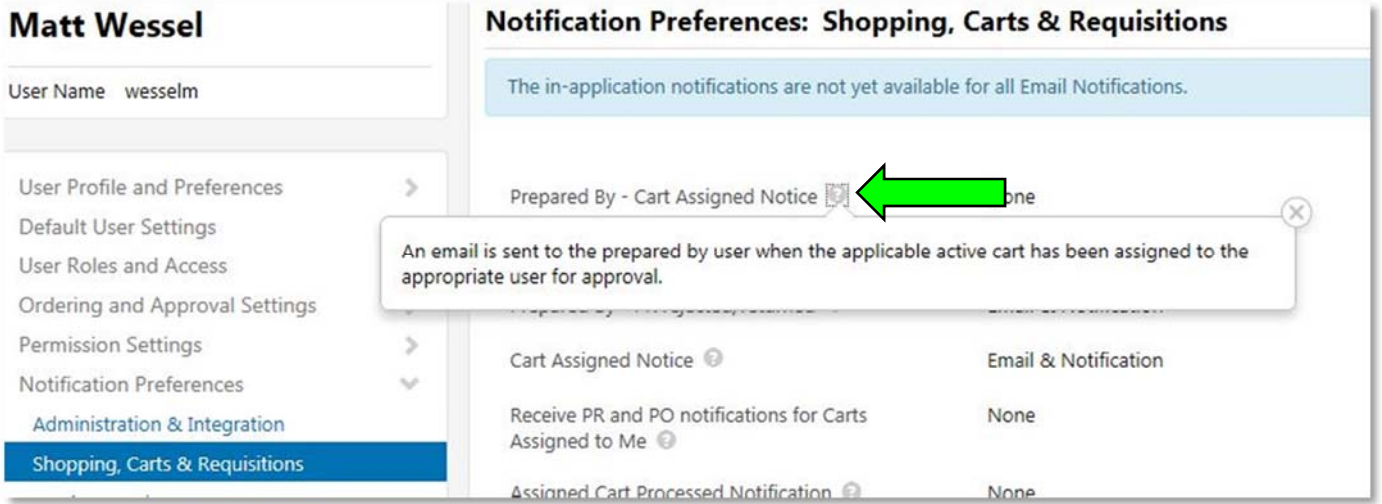
5. When done changing preferences click  in the bottom right hand corner.



|   |   |                      |
|---|---|----------------------|
| Cart/PR rejected/returned                   | <input checked="" type="radio"/> Default <input type="radio"/> Override | Email & Notification |
| Sourcing Event created from Requisition     | <input checked="" type="radio"/> Default <input type="radio"/> Override | Notification         |
| PR created from an awarded Sourcing Event   | <input checked="" type="radio"/> Default <input type="radio"/> Override | Notification         |
| Cart created from an awarded Sourcing Event | <input checked="" type="radio"/> Default <input type="radio"/> Override | Notification         |

Helpful hint: When changing notification preferences, you can click on the  button next to the name of the notification to read the purpose of the notification.



**Matt Wessel**

User Name wesselm

User Profile and Preferences >

Default User Settings

User Roles and Access

Ordering and Approval Settings

Permission Settings >




Notification Preferences v

Administration & Integration




**Shopping, Carts & Requisitions**

### Notification Preferences: Shopping, Carts & Requisitions

The in-application notifications are not yet available for all Email Notifications.

Prepared By - Cart Assigned Notice   None 

An email is sent to the prepared by user when the applicable active cart has been assigned to the appropriate user for approval.

|  |                      |
|--|----------------------|
| Cart Assigned Notice                                      | Email & Notification |
| Receive PR and PO notifications for Carts Assigned to Me  | None                 |
| Assigned Cart Processed Notification                     | None                 |