

MANAGE SYSTEM NOTIFICATIONS

When a user is assigned to a grant, the system sends important email notifications when an Application or Grant Note is added, when an action is ready to be performed, or when an action is completed. Although all notifications are turned on by default, the user can modify notification preferences.

To Modify Notification Preferences:

1. From the menu bar, select System Management > Account Management > Notification Preferences.

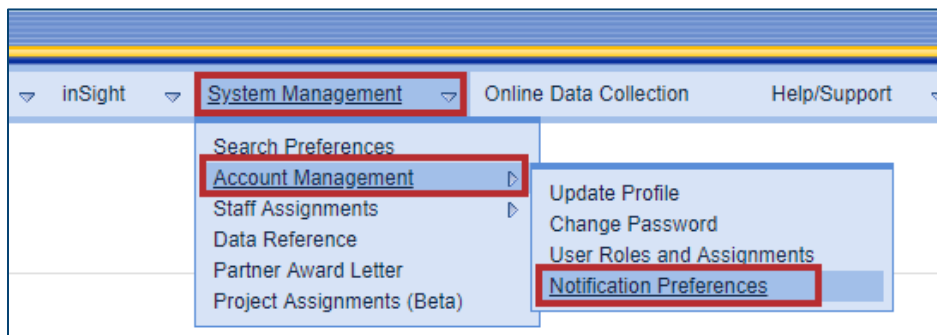
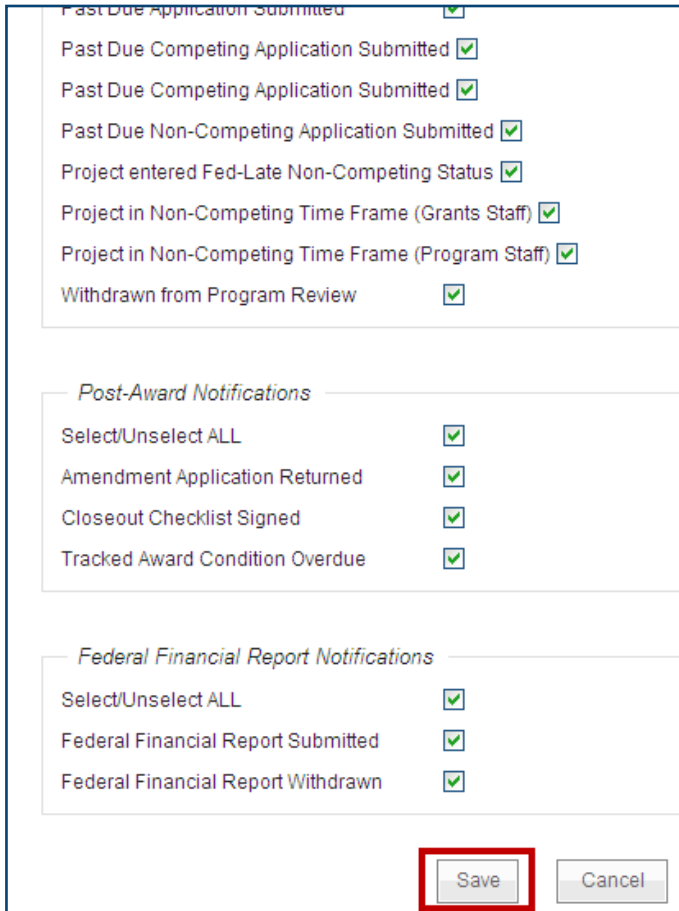


Figure 104: Navigation to Notification Preferences menu option

2. The “Notification Preferences” screen displays. Make any desired changes and click the **Save** button.



Notification Type	Checked
Past Due Application Submitted	<input checked="" type="checkbox"/>
Past Due Competing Application Submitted	<input checked="" type="checkbox"/>
Past Due Competing Application Submitted	<input checked="" type="checkbox"/>
Past Due Non-Competing Application Submitted	<input checked="" type="checkbox"/>
Project entered Fed-Late Non-Competing Status	<input checked="" type="checkbox"/>
Project in Non-Competing Time Frame (Grants Staff)	<input checked="" type="checkbox"/>
Project in Non-Competing Time Frame (Program Staff)	<input checked="" type="checkbox"/>
Withdrawn from Program Review	<input checked="" type="checkbox"/>

Post-Award Notifications	
Select/Unselect ALL	<input checked="" type="checkbox"/>
Amendment Application Returned	<input checked="" type="checkbox"/>
Closeout Checklist Signed	<input checked="" type="checkbox"/>
Tracked Award Condition Overdue	<input checked="" type="checkbox"/>

Federal Financial Report Notifications	
Select/Unselect ALL	<input checked="" type="checkbox"/>
Federal Financial Report Submitted	<input checked="" type="checkbox"/>
Federal Financial Report Withdrawn	<input checked="" type="checkbox"/>

Figure 105: “Notification Preferences” screen

Tip: It is best practice to leave all notifications turned on until the user can truly determine which notifications are most useful.