

Audience: sContract users

## **Managing Notifications**

Configuring automated emails and in-app (bell) allows you to choose the notifications you want to receive and how you want to receive them.

## How to Manage Notification Settings:

1. Hover over your name in the upper right-hand corner and click Account Settings.



2. In the Manage Profile modal, select the Notifications tab.

Manage Profile: Estella Soto	Х
User Profile Time Away Settings Notifications 2	
Marketing Employer Health Solutions Managed Care HMAI Foundation Medical Staff Services	
Hospital Finance Center for Innovation Corporate Real Estate Community Benefits Information Technology	
Physicians Organization Supply Chain Medical Office Buildings Facilities, Design & Construction	
Human Resources	

- 3. Click a caret to expand a category.
  - Notifications are grouped by category:
    Contract Library Notifications | Workflow Notifications | Other Notifications

Manage Profile: Estella Soto	Х
User Profile Time Away Settings Notifications	
Contract Library Notifications	
Other Notifications	
Cancel	Save



## sContracts - Managing Notifications

4. Click a toggle to turn a notification on or off.

• All notifications are toggled **ON** by default.

Manage Profile: Estella Soto		Х
User Profile Time Away Settings Notifications		
Contract Library Notifications		
▼ Workflow Notifications		
Admin: Phase has no Phase Manager	Email OFF/ON	Bell Notification
Admin: New provider has been created	Email OFF/ON	Bell Notification
Admin: New vendor has been created	Email OFF/ON	Bell Notification

## 5. When finished, click Save.

• The Manage Profile modal will close.

Reviewer: Review is awaiting completion	Email	Bell Notification
	OFF/O	OFF/ON
Signatory: Signature is awaiting completion	Email	Bell Notification
	OFF/ON	I OFF/ON
Other Notifications		•
		5
		Cancel Save



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