sContracts - Managing Notifications
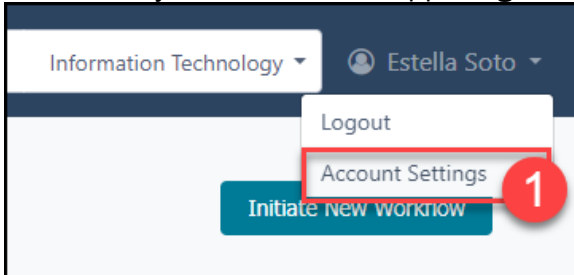
Audience: sContract users

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:

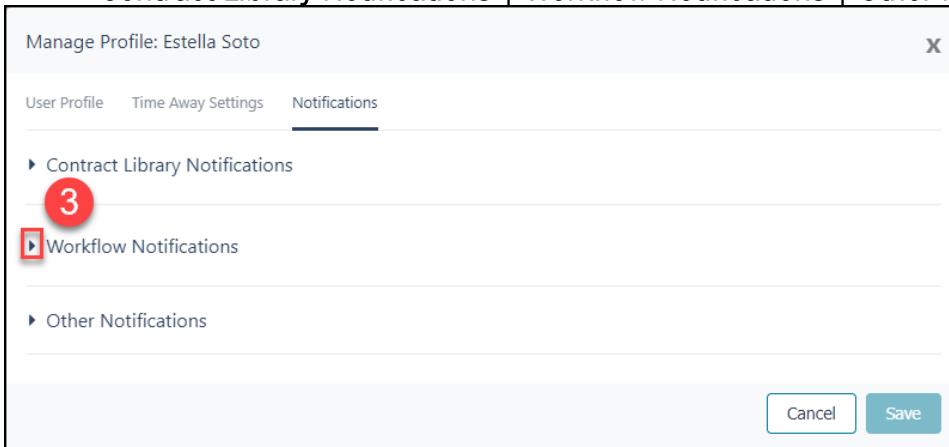1. Hover over your name in the upper right-hand corner and click **Account Settings**.

2. In the **Manage Profile** modal, select the **Notifications** tab.
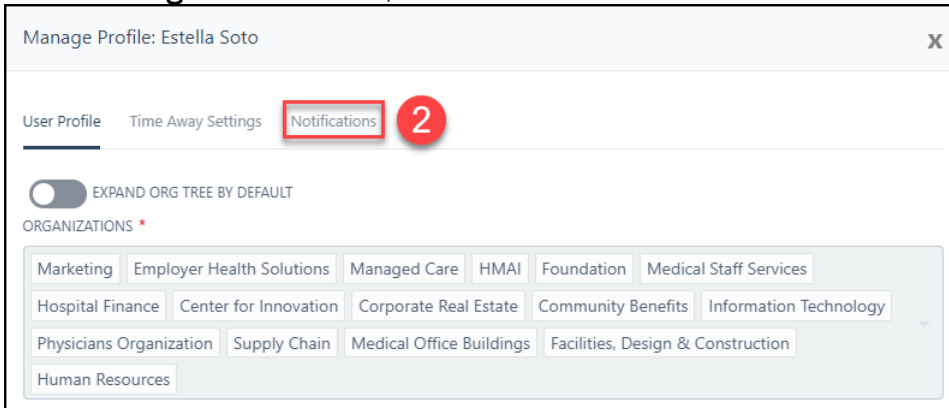
3. Click a caret to expand a category.
   o Notifications are grouped by category:
   Contract Library Notifications | Workflow Notifications | Other Notifications

4. Click a toggle to turn a notification on or off.
    o All notifications are toggled **ON** by default.

5. When finished, click **Save**.
    o The **Manage Profile** modal will close.