

# sContracts - Managing Notifications



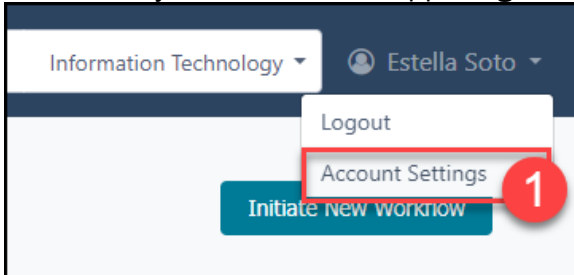
Audience: sContract users

## Managing Notifications

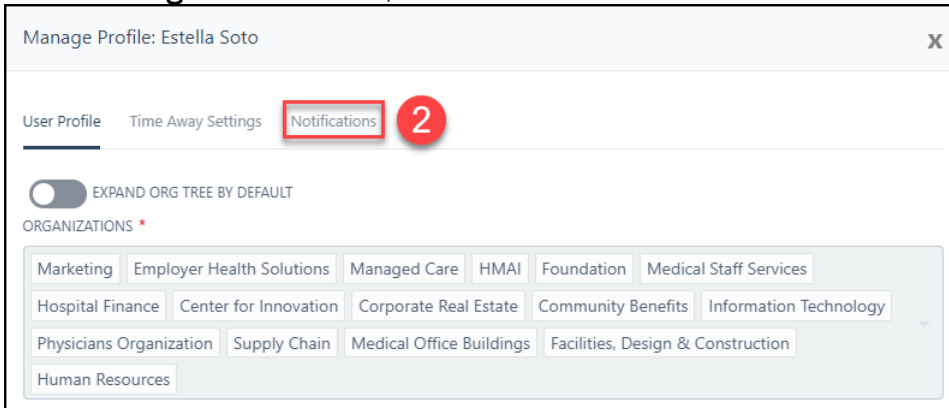
Configuring automated emails and in-app (bell) allows you to choose the notifications you want to receive and how you want to receive them.

### How to Manage Notification Settings:

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



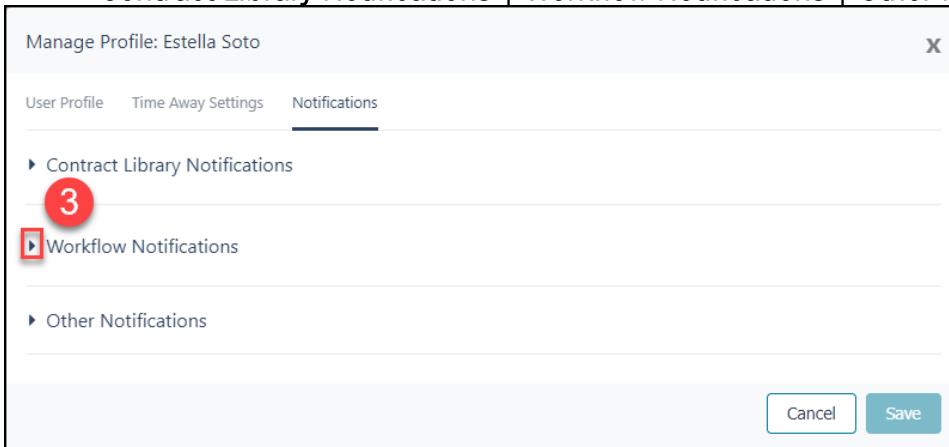
2. In the **Manage Profile** modal, select the **Notifications** tab.



3. Click a caret to expand a category.

- o Notifications are grouped by category:

**Contract Library Notifications | Workflow Notifications | Other Notifications**



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

Manage Profile: Estella Soto

User Profile Time Away Settings **Notifications**

Contract Library Notifications

Workflow Notifications

Notification	Email	Bell Notification
Admin: Phase has no Phase Manager	<input checked="" type="checkbox"/> OFF/ON	<input type="radio"/> None
Admin: New provider has been created	<input checked="" type="checkbox"/> OFF/ON	<input checked="" type="checkbox"/> OFF/ON
Admin: New vendor has been created	<input type="checkbox"/> OFF/ON	<input type="checkbox"/> OFF/ON

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

Reviewer: Review is awaiting completion

Notification	Email	Bell Notification
Reviewer: Review is awaiting completion	<input checked="" type="checkbox"/> OFF/ON	<input checked="" type="checkbox"/> OFF/ON
Signatory: Signature is awaiting completion	<input checked="" type="checkbox"/> OFF/ON	<input checked="" type="checkbox"/> OFF/ON

Other Notifications

Cancel **Save**