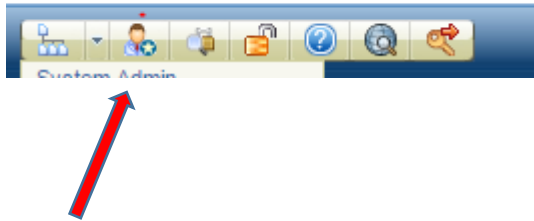
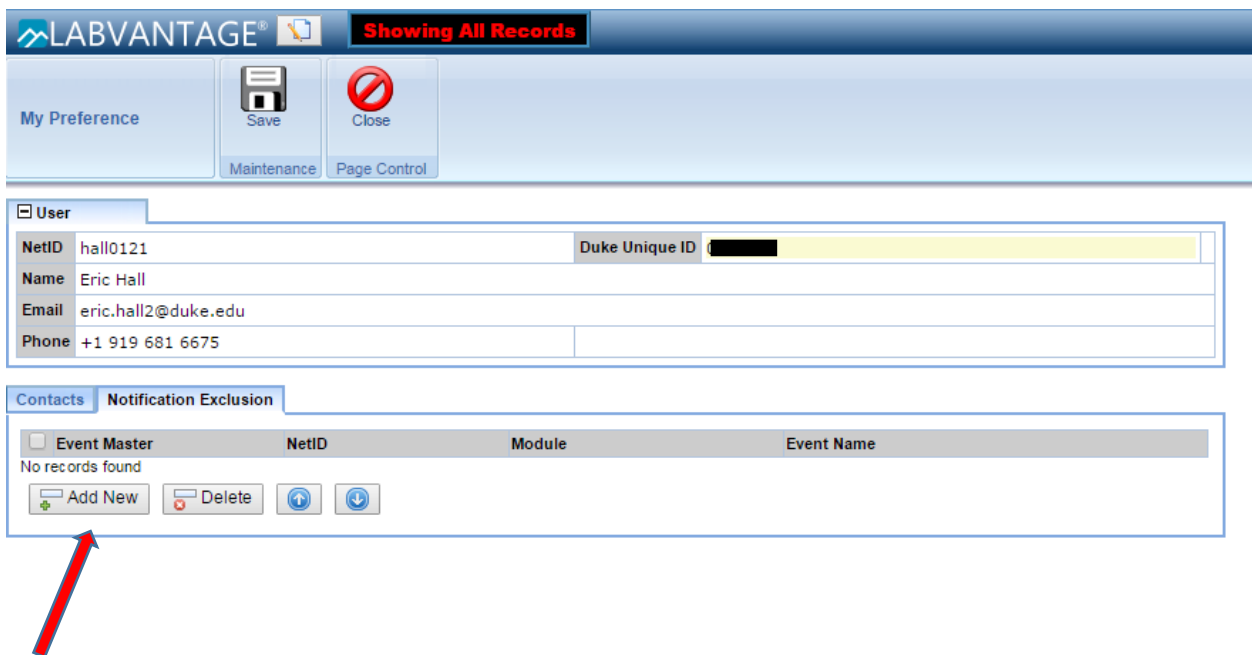


Instructions on turning off notifications at the user level

- 1) Click on user profile to access the user's settings



- 2) A screen should open that looks like this, select "Add New" under the "Notification Exclusion" tab



- 3) Once you click on the "Add New" tab you will get a pop-up window listing the available exclusions.

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Select Notification Event | Select & Return | Cancel

Search Bar << 1 - 21 of 21 [0 selected]

Search within the Id/Desc: [] OK

Module : ESTIMATE		
Event Master	Module	Event Name
<input type="checkbox"/> EVT-00001	ESTIMATE	Estimate Creation
<input type="checkbox"/> EVT-00002	ESTIMATE	Send PDF Copy of Estimate

Module : PROJECT		
Event Master	Module	Event Name
<input type="checkbox"/> EVT-00004	PROJECT	Project On Hold
<input type="checkbox"/> EVT-00005	PROJECT	Project Closing

Module : REQUEST		
Event Master	Module	Event Name
<input type="checkbox"/> EVT-00006	REQUEST	Request Creation
<input type="checkbox"/> EVT-00007	REQUEST	Request Cancelled
<input type="checkbox"/> EVT-00008	REQUEST	Request Approval
<input type="checkbox"/> EVT-00009	REQUEST	Request Completion
<input type="checkbox"/> EVT-00010	REQUEST	Request Cancelled

Module : RESERVATION		
Event Master	Module	Event Name
<input type="checkbox"/> EVT-00011	RESERVATION	Reservation Created
<input type="checkbox"/> EVT-00012	RESERVATION	Reservation Schedule Modified
<input type="checkbox"/> EVT-00013	RESERVATION	Reservation Approved
<input type="checkbox"/> EVT-00014	RESERVATION	Reservation Rejected
<input type="checkbox"/> EVT-00015	RESERVATION	Reservation Deleted
<input type="checkbox"/> EVT-00016	RESERVATION	Reservation Cancelled
<input type="checkbox"/> EVT-00017	RESERVATION	Reservation Pending Approval
<input type="checkbox"/> EVT-00018	RESERVATION	Wait List Reservation
<input type="checkbox"/> EVT-00019	RESERVATION	Wait List Slot Available
<input type="checkbox"/> EVT-00020	RESERVATION	Reservation Completed

Module : SERVICE_TASK		
Event Master	Module	Event Name
<input type="checkbox"/> EVT-00022	SERVICE_TASK	Service Task Completion
<input type="checkbox"/> EVT-00023	SERVICE_TASK	Service Task Cancellation

From here the user can select multiple notifications to exclude themselves from receiving. For now I would suggest excluding all Reservation notifications but they can always adjust them as needed.

- Once the user has selected the notifications, click "Select and Return" at the top

LABVANTAGE® Showing All Records

Select Notification Event | Select & Return | Cancel

Search Bar << 1 - 21 of 21 [0 selected]

Search within the Id/Desc: [] OK

Module : ESTIMATE		
Event Master	Module	Event Name
<input type="checkbox"/> EVT-00001	ESTIMATE	Estimate Creation
<input type="checkbox"/> EVT-00002	ESTIMATE	Send PDF Copy of Estimate

This should resolve the issue of the user getting the multiple emails.