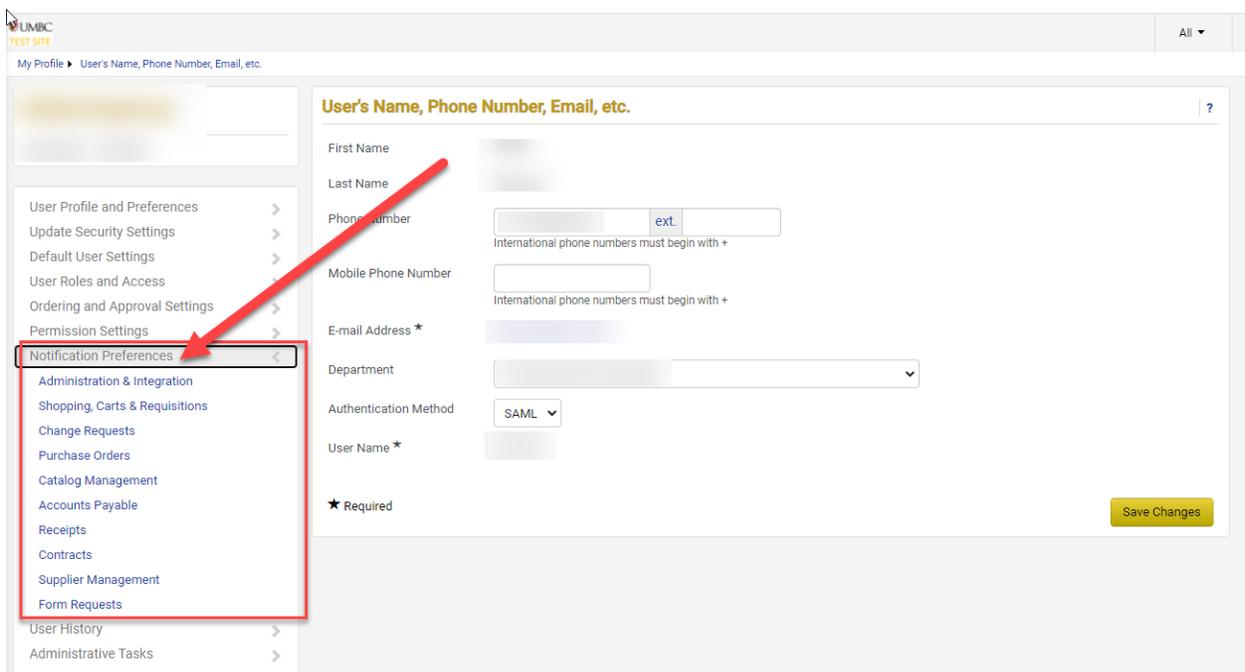
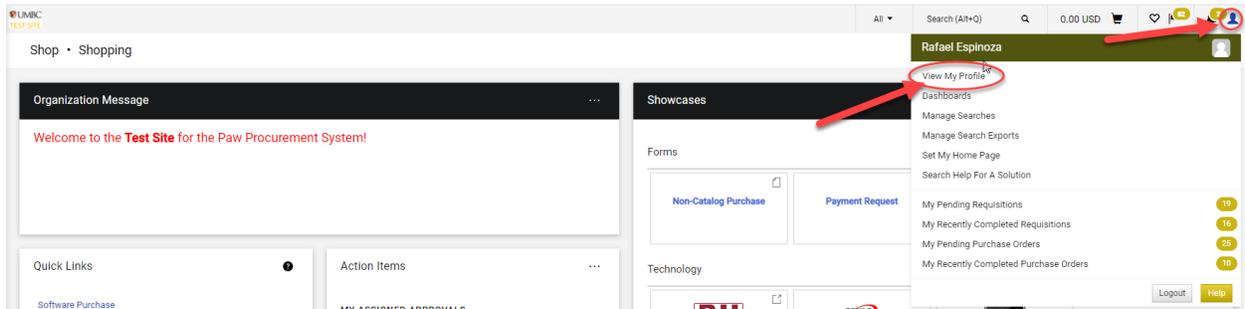


Notification Settings

To manage your notification settings, click on your name at the top right of your screen and go to **View My Profile -> Notification Preferences**.



For each category that appears, there is a list of different events along with the corresponding notification setting. To edit any of these values, select **Edit Section** on the top right of the page.

Switch from **Default** to **Override** and select one of the options (None, Email, *Notification, Email & Notification) from the corresponding dropdown selection. Click the **Save Changes** button to confirm your new notification settings.

Note: **Notifications appear within the Paw Procurement System while **Emails** are sent to you even when you are not logged in.*