

Quick Reference Guide:

How to Update Notification Preferences



Purpose:

Follow these steps to stop specific Email or Bell Notifications from WaveWorks.

Step-by-Step:

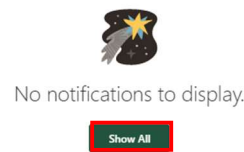
Sign into WaveWorks.



Click on the Bell Notification.

Click on Show All.

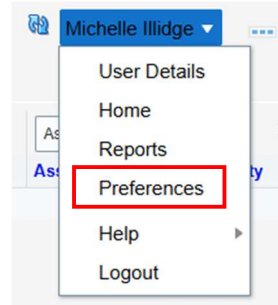
Notifications



Click on Worklist.

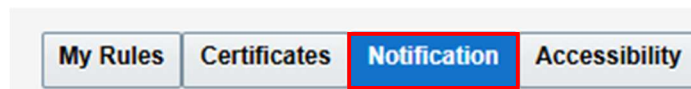


Click on the down arrow next to your name.

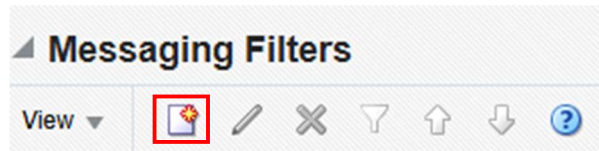


Click on Preferences.

Click Notification.



To add conditions to approvals, click filter under Messaging Filters.



Enter a Unique Name for the filter.

* Name:

Enter a Description of the filter.

Description:

This is optional

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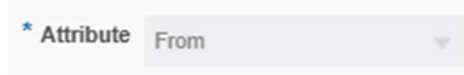
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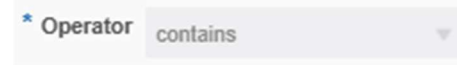
Click Create Filter Condition Button.



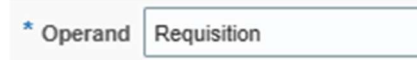
Change the Attribute to From.



Change the Operator to Contains.



Enter the Operand.

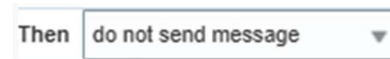


Enter Requisition for requisition emails
Enter PO for PO emails

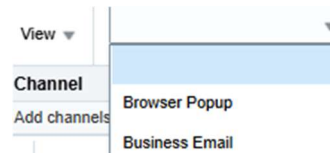
Click Ok.



Set Then condition to do not send message.



Select the View.



Popup is for bell notifications
Business Email is for email notifications

Click the Plus Sign.



Complete for both popup and email if you do not want either notification

Click Ok.



To remove all email notifications, click on Business Email in Available Channels.



Click the Letter with an X to remove all emails from being sent.

