

Emporium TPO LLC

Receiving email notifications on loan events

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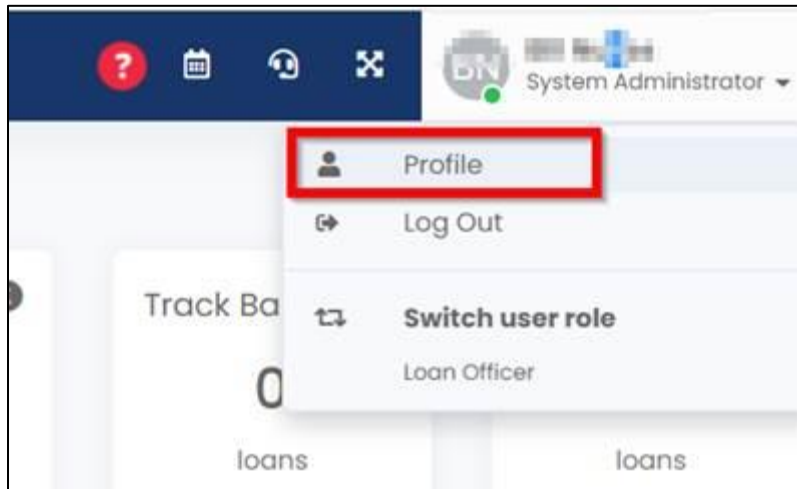
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1. Introduction

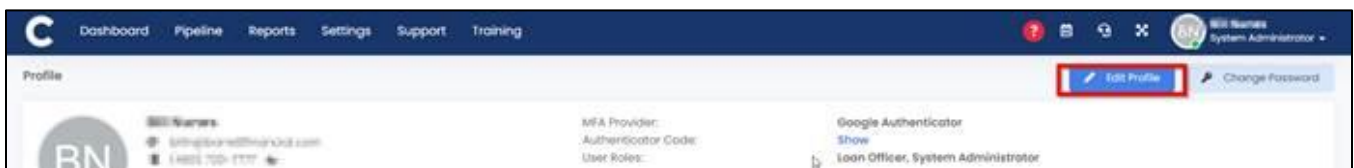
Emporium clients can utilize this tutorial to walk through the steps to turn on email notifications at a user level for loan events.

2. User Profile settings

- Click on your name at the top right and go to your Profile.



- Click "Edit Profile"

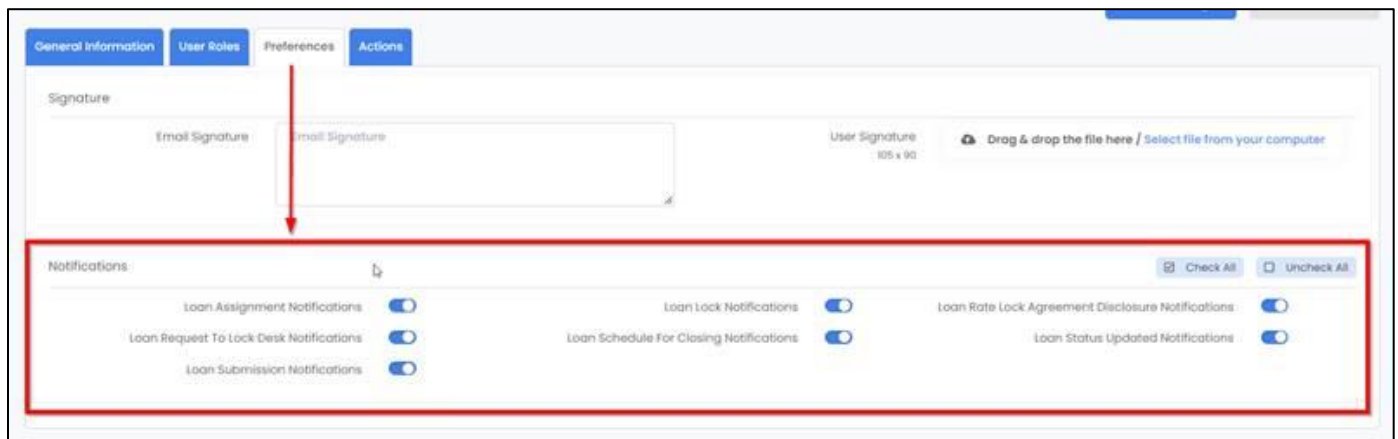


- Go to the "Preference" tab.



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- Toggle on any notifications that you would like when such event takes place on a loan.
- Save changes once all events you want an email notification for is toggled on.



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3. Revision History

Version	Revision Date	Section(s) Revised	Reviewed By	Approved By	Effective Date
1.0		Initial Issue			