EMPORIUMTPO

Receiving Email Notifications
on Loan Events

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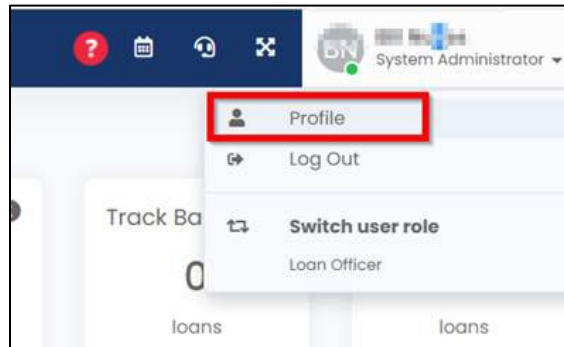
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1. Introduction

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

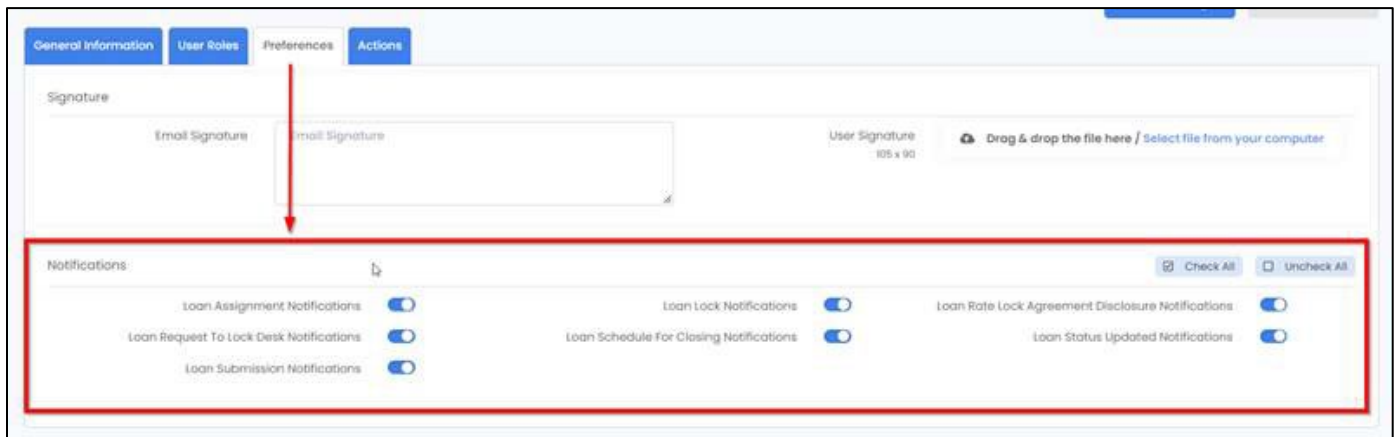Click on your name at the top right and go to your Profile.

Click "Edit Profile"

Go to the "Preference" tab.

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.