EMPORIUMTPO

Receiving Email Notifications

on Loan Events

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Table of Contents

1.	Introduction	. 3
2.	User Profile Settings	. 3

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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"

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Go to the "Preference" tab.

Profile \ Edit Profile			
General Information	User Roles	Preferences	Actions

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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