



How to Manage the User Preferences tab (QRG)

The User Preferences tab enables a user to control notification settings associated with their login account and allow them to turn email notifications on or off accordingly.

1. Click on 'User Preferences' from the top menu. The 'User Preferences' screen is displayed and the 'Notification Preferences' are listed

User Preferences	
Notification Preferences	
	E-Mail
ISA Updates	<input checked="" type="checkbox"/>
Profile Updates	<input checked="" type="checkbox"/>
	<input type="button" value="Save"/>

2. Under 'Notification Preferences' tick/untick a checkbox corresponding to a list of items to update your preferences. The checkboxes are set accordingly

Note: When you uncheck an item, it means no notification will be sent out.

3. Click the **Save** () button. Preferences are saved and the focus remains on the settings screen