




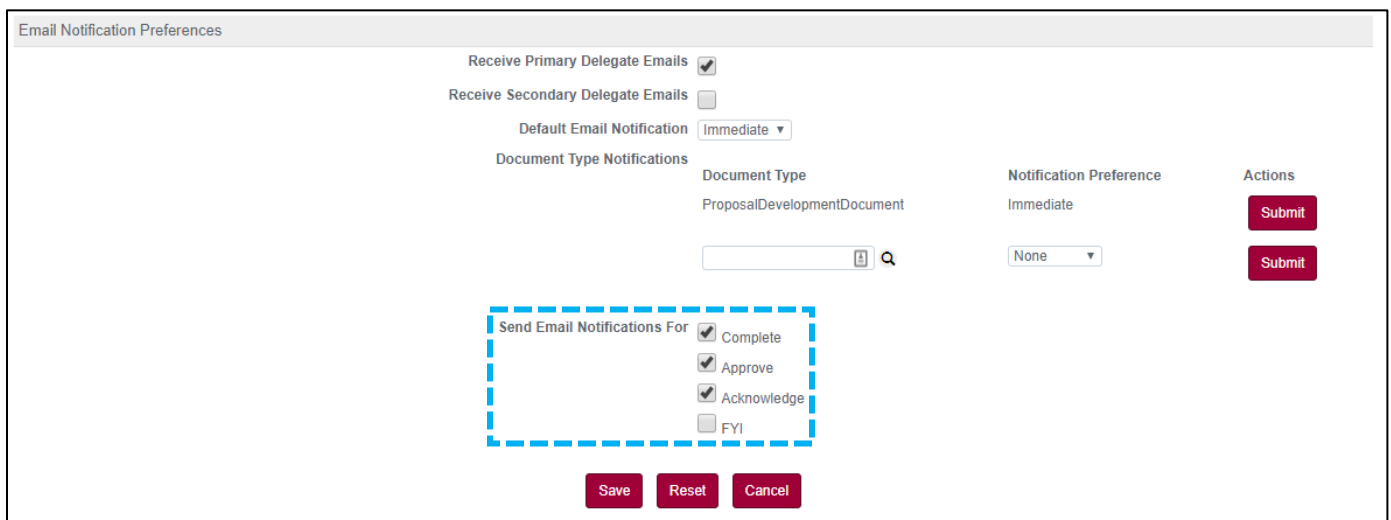


STREAMLYNE: EMAIL NOTIFICATION TYPES & PREFERENCES

Email Notification Types	
Acknowledge 	This email is a notification that an item needs your acknowledgement before the routing process can be completed.
Action List	This email is a notification that an item is in your Streamlyne action list.
Approve 	This email is a notification that an item needs your review. Upon review, you have the option to Approve, Disapprove, or Reject the document.
Complete 	This email is a notification that you need to complete the document and submit it to begin the workflow (approval) routing process.
FYI 	<p>This email is for your informational purposes only. Either of the following options will clear these messages from your Action List:</p> <p>1) Within your Action List click the “Show” button to view details of the notification > click the  button at the bottom to clear the item from your action list, or</p> <p>2) You can choose “FYI” from the “Apply Default”** drop-down menu on the far right of your Action List and scroll down to the bottom of the page and click the “Take Actions” button. This will clear away all FYI notifications currently on your Action List.</p> <p>*Some users may prefer not to receive the FYI emails as you will also receive a notification from your Action List. Instructions to turn off FYI notifications are below.</p> <p>**If you do not have the FYI option in your Apply Default drop-down menu, see page two for instructions on setting up that feature.</p>

- To adjust your email notifications, go to:
Main Menu > Settings > User Preferences
- Scroll down to the last section labeled, **Email Notification Preferences**.
- Under **Send Email Notifications for**, uncheck the box for notifications you would like to stop receiving and click the **Save** button.

NOTE: If you turn off the **Approve** notifications, you will NOT be notified via email when you need to approve a document in Streamlyne.



Email Notification Preferences

Receive Primary Delegate Emails

Receive Secondary Delegate Emails

Default Email Notification Immediate ▾

Document Type	Notification Preference	Actions
ProposalDevelopmentDocument	Immediate	<input type="button" value="Submit"/>
<input type="text" value=""/>	None ▾	<input type="button" value="Submit"/>

Send Email Notifications For

- Complete
- Approve
- Acknowledge
- FYI