

HOW TO EDIT YOUR NOTIFICATIONS

Many of the notifications/emails from TechBuy/Jaggaer are automated. They generate when certain actions occur within the system, such as an invoice enters the system generating a receipt notification.

TechBuy users have the ability to control the system generated notifications/emails they receive. To edit notifications/emails access your profile in TechBuy. Select View My Profile and navigate to the notification preferences section.

The screenshot displays the TechBuy Shopping Home Page for Linda Anderson. The page is titled "Shopping Home Page" and features several sections:

- Organization Message:** A "WELCOME TO TECHBUY!" message with contact information for purchasing support (Purchasing@ttuhsc.edu, 806-743-7841) and helpful links for TechBuy users, including the Purchasing Website, TechBuy Job Aids, Comptroller's Expenditure Manual, and TechBuy Account Code & Budget Pool Cognos Report.
- Action Items:** A section titled "My Assigned Approvals" showing "1 Requisitions To Approve".
- Document Search:** A search bar with "All Documents" selected and a search button.
- Shortcuts:** Links for "My Requisitions", "My Purchase Orders", "My Invoices", and "My Forms".
- Approvals:** Links for "My Approvals", "Approval Notifications", and "My Recent Approvals".
- My Saved Searches:** Links for "Aging Requisition Report", "Athletics ATF Orders", and "Athletics ATF Monthly".

The user profile dropdown menu is open, showing the following options:

- Linda Anderson
- View My Profile
- Dashboards
- Set My Home Page
- Logout
- My Recently Completed Requisitions
- My Recently Completed Purchase Orders
- Comptrollers Expenditure Manual
- TechBuy Account Codes and Budget Po...
- TechBuy User Group

The notification preferences are categorized by type. Select the type (ex. Shopping, Carts & Requisitions) and select edit section.

The screenshot displays the user interface for Linda Anderson, showing her profile and notification preferences. The navigation menu on the left includes 'Notification Preferences' and 'Shopping, Carts & Requisitions'. The main content area is titled 'Notification Preferences: Shopping, Carts & Requisitions' and contains a table of notification settings.

Notification Preferences: Shopping, Carts & Requisitions

The in-application notifications are not yet available for all Email Notifications.

Prepared By - Cart Assigned Notice	Email
Prepared By - PR line item(s) rejected	Email & Notification
Prepared By - PR rejected/returned	Email & Notification
Cart Assigned Notice	None
Receive PR and PO notifications for Carts Assigned to Me	None
Assigned Cart Processed Notification	None
Assigned Cart Deleted Notification	None
Cart Shared Notice	None
PR submitted into Workflow	None
PR pending Workflow approval	Email & Notification
PR Workflow Notification available	None
PR Workflow complete / PO created	None
PR line item(s) rejected	None
Cart/PR rejected/returned	None
Receive PR and PO notifications for shared carts I am a participant of	None
Sourcing Event created from Requisition	Notification
PR created from an awarded Sourcing Event	Notification
Cart created from an awarded Sourcing Event	Notification

In the edit section select the type of notification you would like to modify from the drop down (none, email, notification or email & notification). Once you have made your edits click the save changes button and you're done.

Caution: If you choose to not receive a notification (none is selected) you will still be responsible for completing tasks associated with the notifications.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

My Profile > Notification Preferences > Shopping, Carts & Requisitions

Linda Anderson
User Name: DTO556

User Profile and Preferences >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences ▾
Administration & Integration
Shopping, Carts & Requisitions
Purchase Orders
Catalog Management
Accounts Payable
Contracts
Supplies Manager
Sourcing Director
Supplier Management
Form Requests
User History >
Administrative Tasks >

Notification Preferences: Shopping, Carts & Requisitions ?

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Prepared By - Cart Assigned Notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Email
Prepared By - PR line item(s) rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Email & Notification
Prepared By - PR rejected/returned ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Email & Notification
Cart Assigned Notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Receive PR and PO notifications for Carts Assigned to Me ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Assigned Cart Processed Notification ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Assigned Cart Deleted Notification ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart Shared Notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR submitted into Workflow ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR pending Workflow approval ?	<input type="radio"/> Default <input checked="" type="radio"/> Override	Email & Notification
PR Workflow Notification available ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR Workflow complete / PO created ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR line item(s) rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart/PR rejected/returned ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Receive PR and PO notifications for shared carts I am a participant of ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Sourcing Event created from Requisition ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
PR created from an awarded Sourcing Event ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Cart created from an awarded Sourcing Event ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification

Save Changes Cancel