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

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.**