Managing Email Preferences & View Personal Profile
1. To access the user profile, click the username on the task bar.
2. Select View My Profile.
3. Select Assigned Roles under User Access and Security to determine your role(s): Shopper, Requestor, and Approver as defined on the Purchasing webpage.
4. To manage the emails and notifications from PelliBiz, select Email Preferences.
5. Email preferences are grouped according to the documents/actions they pertain to and are defaulted according to the users role; however, they may opt to edit their preferences by using the drop down menu for each email.

NOTE: To access a more detailed description of each preference, click on the description.
6. Some preferences will have 3 options:
   1. None: User will receive no notification when this email would be triggered.
   2. Email: User will receive an email when this email is triggered by the system.
   3. Email (Default) or None (Default): This is the original status or the email.
7. Other notifications will have the previously mentioned options in addition to:

4. Email & Notification: Users may select this option to receive an email AND a notification on their task bar within PelliBiz.
8. After making any changes to the email preferences, be sure to click the Save button at the bottom of the page.