

1.6.1. SETTING YOUR EMAIL SUBSCRIPTION NOTIFICATIONS

All SRS users (i.e., managers, assigners and general users) have the ability to designate when SRS-related email notifications are sent to themselves.

Note: SRS managers have the ability to override the email notification specifications entered by general users. See *Section 2.4.1. Assigning General Email Notification Parameters*, beginning on page 44.

 *To specify when SRS-related emails are sent to you:*

1. From the home page select **Personal Options**, then from the list of options select **Email Notifications**. The *Email Notification* tab page appears.

Email Notification	
Action as Submitter or Assignee	Send Email?
Assignee Change	<input type="radio"/> Yes <input type="radio"/> No
Status Change	<input type="radio"/> Yes <input type="radio"/> No
Any Change	<input type="radio"/> Yes <input type="radio"/> No
Action as Submitter	Send Email?
Upon Submitting Ticket	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save Email Preferences"/>	

2. Use the **Yes** and **No** check boxes associated with each action type to define when automated email notifications are sent to you, as described below.

Action	Description
Action as Submitter or Assignee	
Assignee Change	An SRS email is automatically sent to you whenever the <i>assignee</i> changes for any SRS ticket that either 1) you submitted or 2) for which you were the assignee.
Status Change	An SRS email is automatically sent to you whenever the <i>status</i> changes for any SRS ticket that either 1) you submitted or 2) for which you are the assignee.
Any Change	An SRS email is automatically sent to you whenever <i>any</i> changes occur on any SRS ticket that either 1) you submitted or 2) for which you are the assignee.
Action as Submitter	
Upon Submitting Ticket	An SRS email is automatically sent to you whenever you submit an SRS ticket in the current SRS instance.

3. When you are finished making your selections, click on . Your changes are saved.