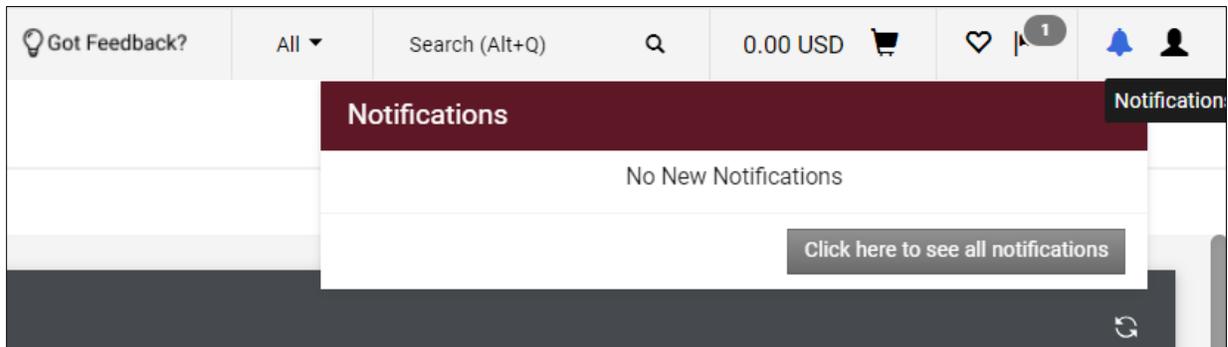


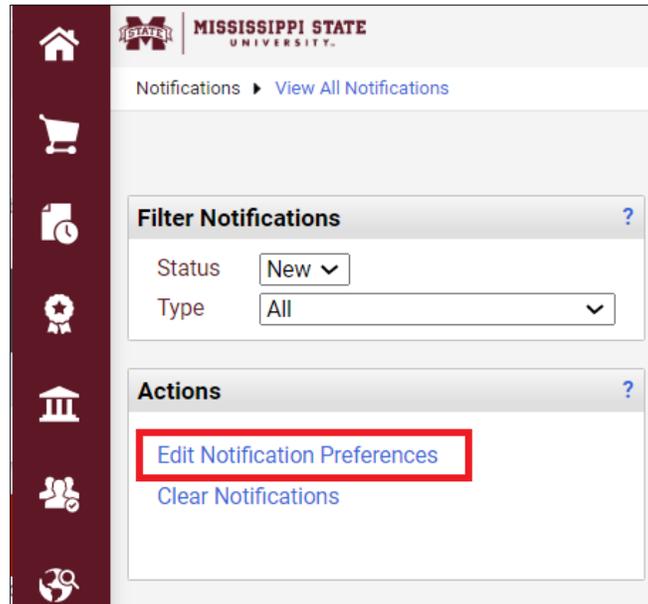
Contract Notifications

Notifications for users are configured by default; end users will receive emails and system notifications for specific communications. These notification preferences can be updated by you.

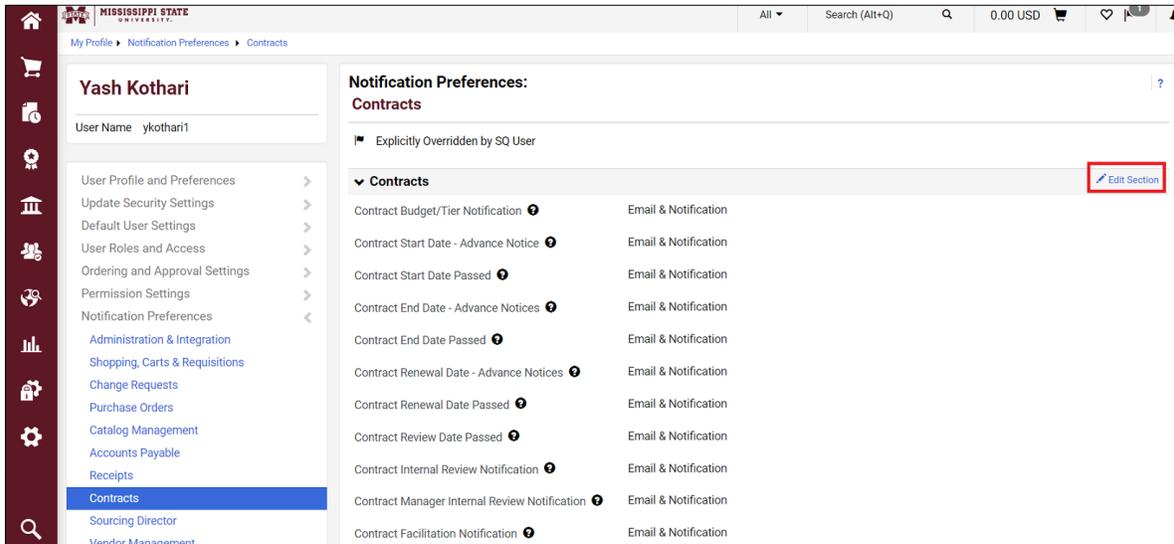
1. Click the notifications icon in the top right corner of the screen and “Click here to see all notifications”.



2. Click “Edit Notification Preferences”.

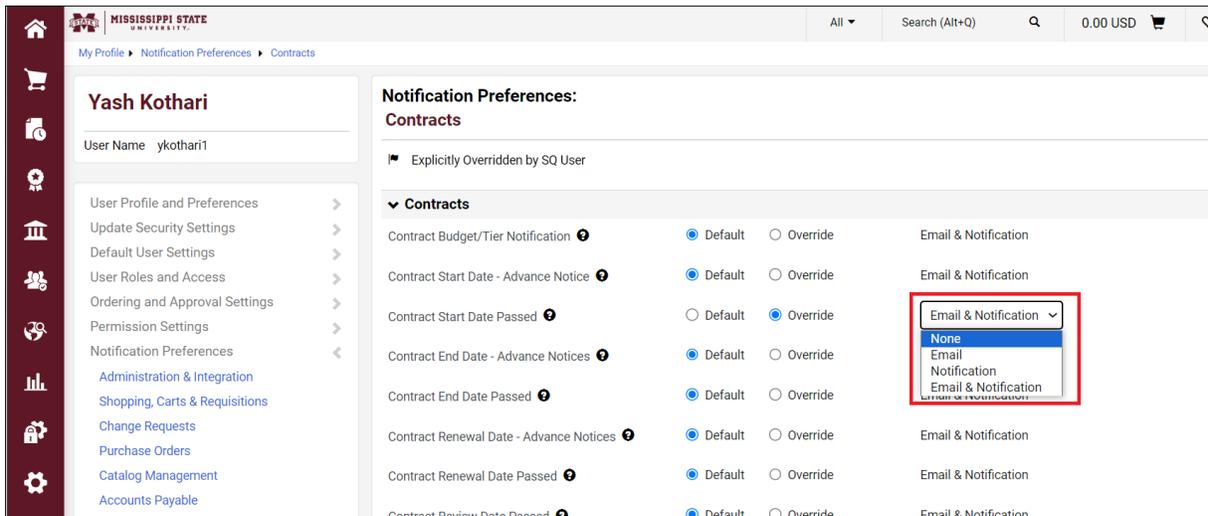


- You will be directed to the Notification Preferences page. Choose “Contracts” from the left menu panel. Select “Edit Section”.



- You will have the ability to update selected notification preferences. To change preferences, select the “Override” radio button and update the notification preference. You may update each of the notifications as you see fit.
 - None: You will receive no notifications.
 - Email: You will receive an email regarding the notification.
 - Notification: You will receive a notification within Contracts+.
 - Email & Notification: You will receive an email and a notification within Contracts+.

Note: Clicking the question mark icon provides a brief description of the notification.



5. After updating your notification preferences, be sure to save changes at the bottom right of the page.

▼ Contracts			
Contract Budget/Tier Notification ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Start Date - Advance Notice ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Start Date Passed ⓘ	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Email & Notification ▼
Contract End Date - Advance Notices ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract End Date Passed ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Renewal Date - Advance Notices ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Renewal Date Passed ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Review Date Passed ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Internal Review Notification ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Manager Internal Review Notification ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Facilitation Notification ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
New Contract Request Discussion Thread ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
New Contract Request Discussion Reply ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
External Reviewer Email Failure ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Originated From Salesforce ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Contract Renewal Auto-Created ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Renewal Auto-Executed ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Contract Renewal Auto-Execute Failure ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Zero Auto-Renewals Remain ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Contract Workflow Notification ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
New Contract Communication ⓘ	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification

Save Changes Cancel