## **Notifications**



Users can turn some or all notifications off if they so choose.

## **Notifications Preferences**

In order to turn notifications on or off:

Go to the Dashboard and click on the **User Preference** icon in the upper left corner.



The following page will open and then click on the toggle next to the type of notification as appropriate:

User Preferences		
♠ Notifications ♥ Integration	Notifications	
	Search notifications, example "Create Proposal Review" Q	
	Development Proposal	\$
	02-Proposal has been routed for JHU approvals	
	04-Rejected PD - Approvers	ve
	05-One or more stops' approvals have been completed.	ves
	O6 - PD Submitted/IP Generated	ves
	07 - Updated PD awaits Approval Reviews	ve
	27- To the user when role has been assigned to the Proposal	Ves

If a Notification is turned off, it will not be delivered for all records.

**Note:** Notifications are received based on roles and access given in Fibi. Therefore, if a user has the Dept. Admin. Role for a specific unit, such as 12500000 – School of Education, then they will receive all notifications generated for records with said lead unit. If the user no longer works in a department, ORIS must be notified to remove their access and then notifications will stop for future records created in the unit.

