



Notifications

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

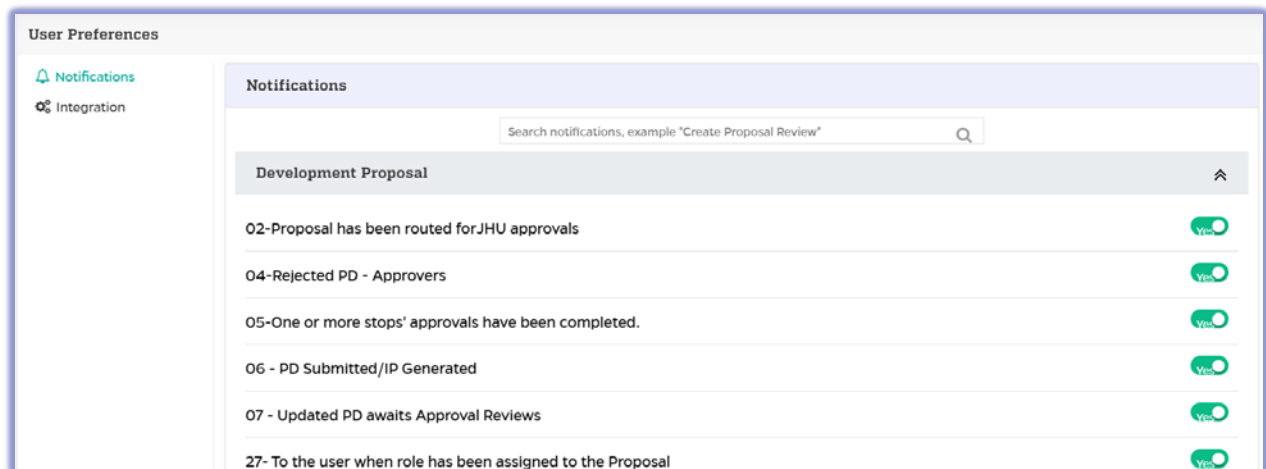
Notifications Preferences

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:



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.