User Management (UMX)

Modify User Preferences

R12 Work Instructions
**Document Control**

**Change Record**

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<td>3-Sep-2014</td>
<td>Paul Haag</td>
<td>1.0</td>
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**Reviewers**

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<tr>
<td>04-Sep-2014</td>
<td>Adela Ball</td>
<td>Functional Lead</td>
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<tr>
<td>04-Sep-2014</td>
<td>Bill Mohamed</td>
<td>Work Force Prep Training Lead</td>
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**Distribution**

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**Business Process Description**

Use this procedure to modify user email notification Preferences in DAI. If a user changes his/her preference to not receive emails, it is highly suggested they check their notifications on a frequent basis.

**Trigger**
- The employee needs to enable or disable the DAI Workflow Email Notifications.

**Prerequisites**
- The employee must be a registered user in the DAI system.

**Responsibility**
- Agency Notifications

**Menu Path**
Use the following menu path to begin this task:
- Preferences (Display Preferences)

**Training Exercises:**
- None
Modify User Preferences

1. Start the task using the responsibility and menu path to open the General Preferences screen:

   **Responsibility:** Agency Notifications
   **Menu Path:** Preferences (hyperlink in upper right corner of DAI Navigator Home page)

![DAI E-Business Suite](image-url)
2. Click the drop-down arrow in the **Email Style** field.

3. Select the preferred **Email Style** from the drop-down list.
   - **Do not send me email** disables email notifications in DAI
   - **Plain text mail** enables email notifications in DAI

4. Click the **Apply** button to save your updated preferences.

**Result**

**Congratulations**! You have successfully modified your email preferences in DAI.