



User Management (UMX)

Modify User Preferences

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
3-Sep-2014	Paul Haag	1.0	No previous version

Reviewers

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Distribution

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1	Modify User Preferences	DEPS
2		

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Table of Contents

Document Control.....	ii
Business Process Description	1
Modify User Preferences	2



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)

The screenshot shows the DAI E-Business Suite interface. At the top, the DAI logo and 'E-Business Suite' are on the left. On the right, there are links for 'Logout', 'Preferences' (highlighted with a red box), and 'Help'. Below these links, it says 'Logged In As ABOLINS.DANIEL.EDWIN'. The main content area is titled 'Home' and contains a 'Navigator' sidebar with 'Employee Time User TMA' and 'TMA Notifications' options. The main area displays a 'Worklist' table with columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. A single entry is visible: 'SCHAEFER, CRAIG' for 'OTL Workflows for Employees' with a subject line 'SCHAEFER, CRAIG approved timecard for period 15-JUN-2014 - 28-JUN-2014' and a 'Sent' date of '24-Jun-2014'. Below the table are two checked options: 'TIP Vacation Rules' and 'TIP Worklist Access'.

From	Type	Subject	Sent	Due
SCHAEFER, CRAIG	OTL Workflows for Employees	SCHAEFER, CRAIG approved timecard for period 15-JUN-2014 - 28-JUN-2014	24-Jun-2014	



General Preferences

The screenshot shows the 'General Preferences' page in the DAI E-Business Suite. The page is titled 'General Preferences' and includes a sidebar with 'General', 'Display', 'Preferences', 'Access', and 'Requests'. The main content area has sections for 'Languages', 'Accessibility', 'Access Keys', 'Start Page', and 'Notifications'. The 'Email Style' dropdown menu is highlighted with a red circle and arrow labeled '3'. The dropdown arrow is highlighted with a red circle and arrow labeled '2'. The 'Apply' button is highlighted with a red circle and arrow labeled '4'. The 'Apply' button is located at the bottom right of the page.

2.	Click the drop-down arrow in the Email Style field.
3.	Select the preferred Email Style from the drop-down list. <ul style="list-style-type: none">• 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.