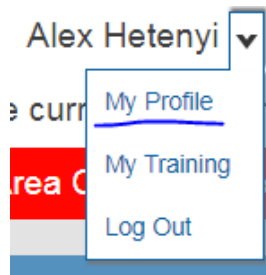


How to edit your 'Finance Alert' notifications



Click into **My Profile**

Click the 'pencil' icon next to **Management alerts**

Users | My Profile
Review and manage your details and contact preferences

Account details	Additional information
Name: Alex Hetenyi Email: alex.hetenyi@gloucestershire.gov.uk Job title: Traded Services Officer Telephone: 01452 683494 Address: United Kingdom	Role(s): Special req: DOB: Ethnicity: Comments:

Access	Management alerts
Admin Central Users Other access Admissions Administrators Provider Access (TEMP) Admin - All providers Full provider rights Admin - All sites Full finance rights Union Facilities Full provider rights	Finance <input checked="" type="checkbox"/> Items added to shopping basket by customer shopping basket addition (providers) ASAP alerts • Union Facilities <input checked="" type="checkbox"/> Items checked out from shopping basket Item check out (providers) ASAP alerts • Union Facilities <input checked="" type="checkbox"/> Items removed from shopping basket by customer Item removed ASAP alerts • Union Facilities <input checked="" type="checkbox"/> Quote has been requested Quote request (providers) ASAP alerts

Finance

- Items added to shopping basket by customer
shopping basket addition (providers) | ASAP alerts
• Union Facilities
- Items checked out from shopping basket
Item check out (providers) | ASAP alerts
• Union Facilities
- Items removed from shopping basket by customer
Item removed | ASAP alerts
• Union Facilities
- Quote has been requested
Quote request (providers) | ASAP alerts
• Union Facilities
- Item with custom discount purchased
Custom discount (providers) | ASAP alerts
• Union Facilities
- Purchased item has been adjusted - credit or debit
Item adjusted (provider) | ASAP alerts
• Union Facilities
- Details of transaction have been amended
transaction details amended | ASAP alerts
• Union Facilities
- Customer has opted-out of a contract
customer contract opt-out (providers) | ASAP alerts
• Union Facilities

Save Save preferences

You can then tick and untick through the alerts as you wish to receive them. Then click **Save**