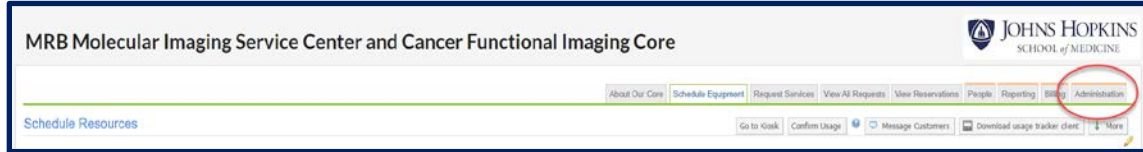
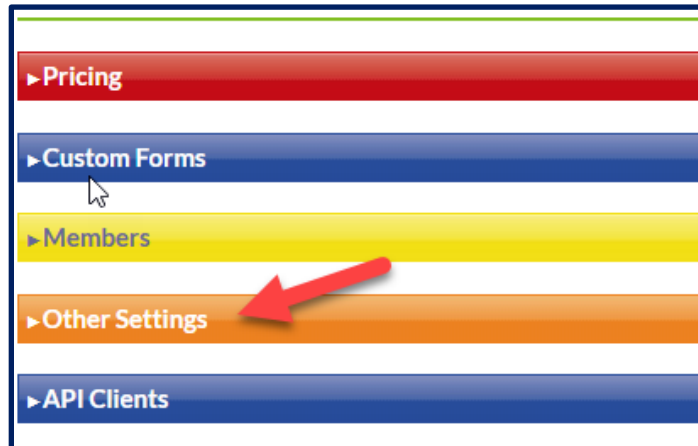


How to Set Email Settings for Core Facility

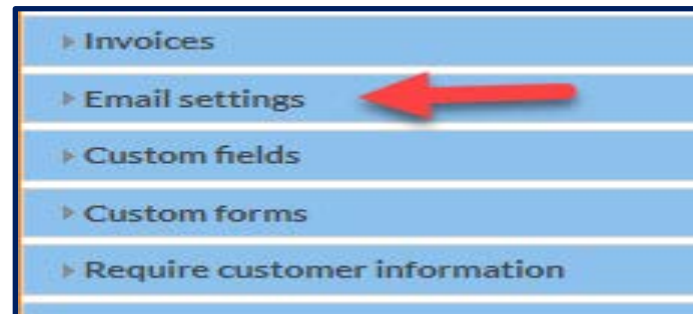
1. From the main core page click on the Administration tab.



2. Open Other Settings.



3. Click on Email Settings.



4. Select who will receive email notifications.

Email & Message Settings

Core Contacts

- Adam DeWeese
- Amanda Casey
- Desmond Jacob
- Elvira Carrera
- Guilherme Machado
- Jeffrey Smith
- Jessica Evans
- Jessica Lewis
- Kellie Leatherman
- Laura Neuberger
- Madeline Hall
- Maria Bianchi
- Marie-France Penet
- Michael McMillan
- Nadia Clark
- Seth Viney
- Shawn Franckowiak
- Shelbi Orr
- xiaoju yang
- Zaver Bhujwalia

5. Go through the list and select or de-select the appropriate options.

General Workflow

Customer	Core contacts	Financial Admin	Worker	Custom List	Send an email when...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When the customer submits a request
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When the service center submits a request
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When the customer disagrees to a charge
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When the service center disagrees to a charge
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When the customer agrees to the terms of a request
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When the service center sets the projected cost
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	add staff	When financials must be approved
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	add staff	When financials must be reapproved (step available depending on institution setting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	add staff	When financials must be approved by Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When financials have been approved
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When a request begins processing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	add staff	When a request is completed

6. Click the Apply button in the lower right side of the page to save your selections.

Apply