ReADY- Prevent Email Notifications
END USER TRAINING GUIDE

November 10, 2020

NCDOA Training
https://sonctest.assetworks.cloud/
Prevent Email Notifications

1) There are 4 actions that send emails that are capable of turning on or off. This option is found in the user profile for each user in ReADY. In the top right corner, select User Profile.

2) Scroll to the Notifications block at the bottom of the page.

   a. Checked will send an email for the related activity. Unchecked will never send emails for the related activity.

3) Select Edit to modify the list.
4) Task Assignments are emails to indicate you are required to Click a Button in ReADY to Acknowledge or Approve a task that has been assigned to you. To discontinue these, uncheck Task Assignment.

5) Workflow Activity is any action taken on the request that the user is a Participant on. There is no action required, and the history will be present at the bottom of the request. To discontinue these emails, uncheck Workflow Activity.
6) AIM status updates are the actions taken after the request has been accepted and becomes a work order. To discontinue these emails, uncheck AIM Status Updates.

7) Comments can be made at any time in the workflow process and even after the work is complete. Each comment will send an email to all participants unless the comment is specifically addressed to an individual user. To discontinue those emails, uncheck Comments.

a. Note that notifications are still going to appear with a count at the notification icon.

8) Select done when modifications are complete.