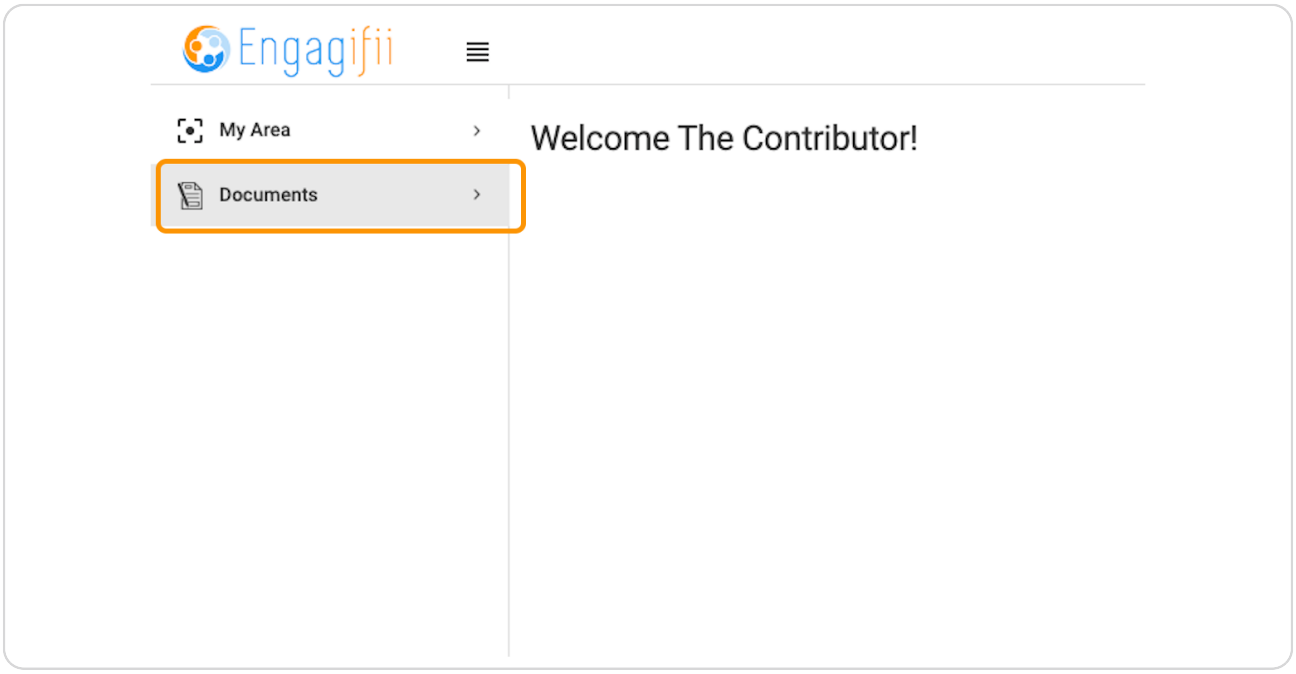
Customizing All Notification Preferences and Specific Documents

11 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	August 30, 2023	August 30, 2023

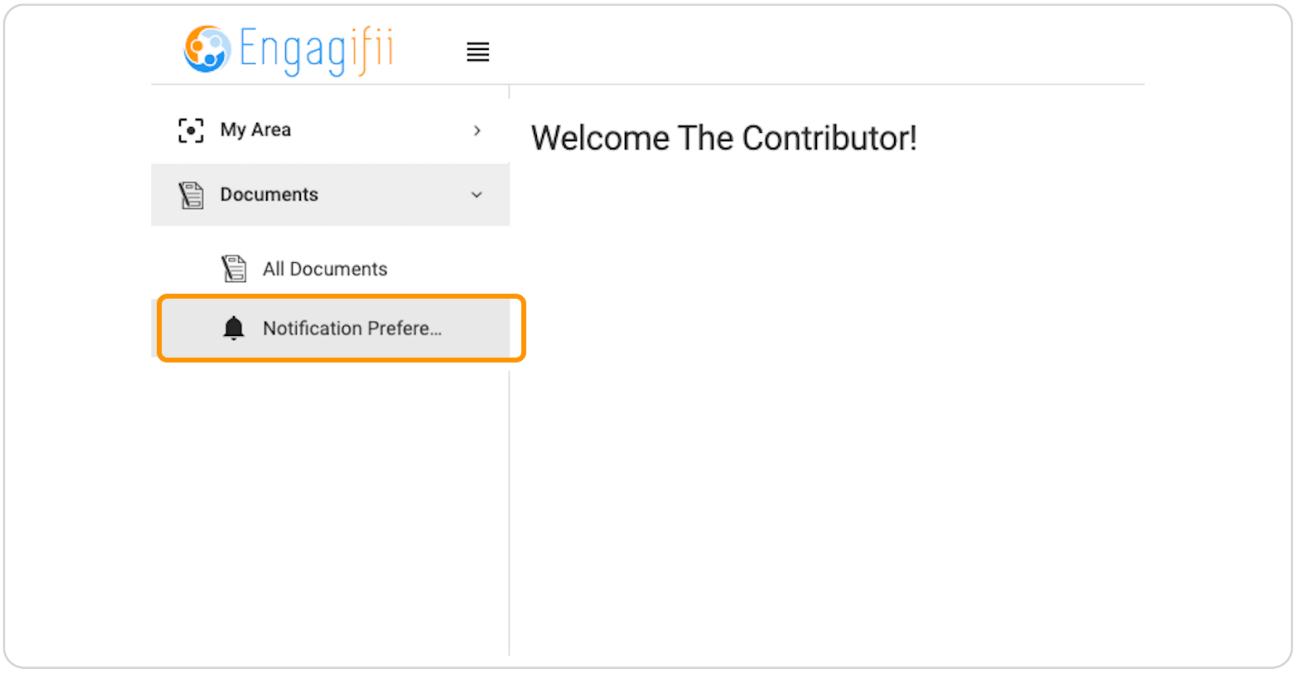
STEP 1

Click on Documents



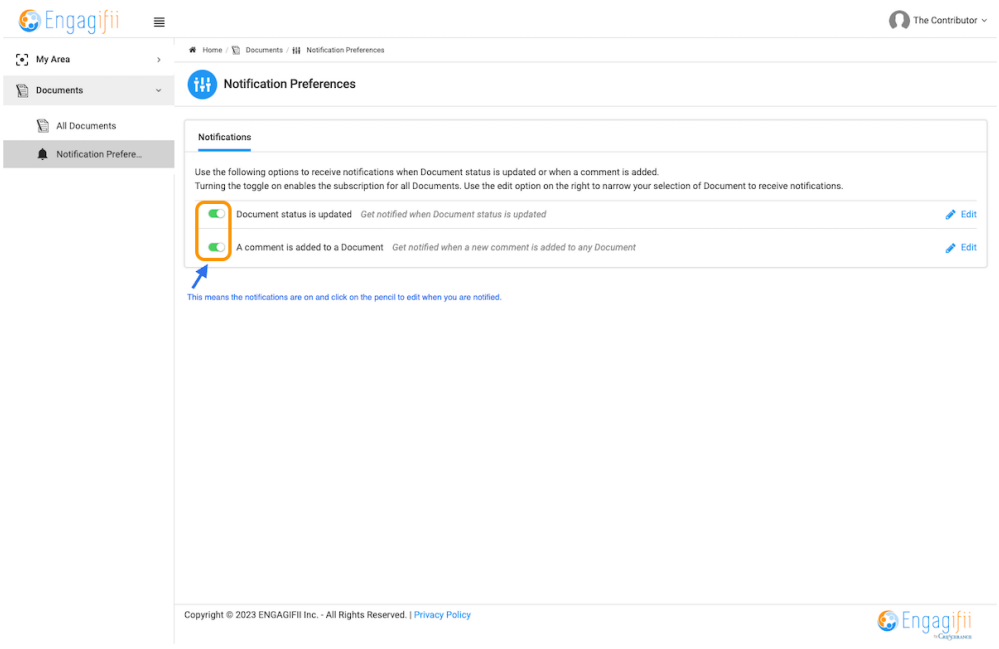
STEP 2

Click on Notification Preferences



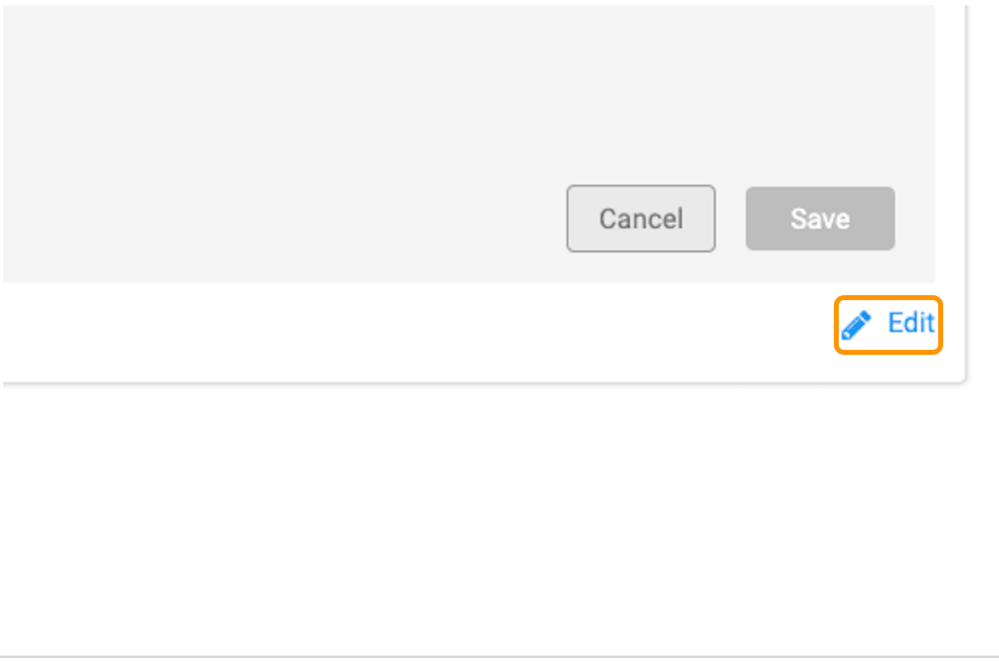
STEP 3

Click on Toggles to turn on or off Notifications



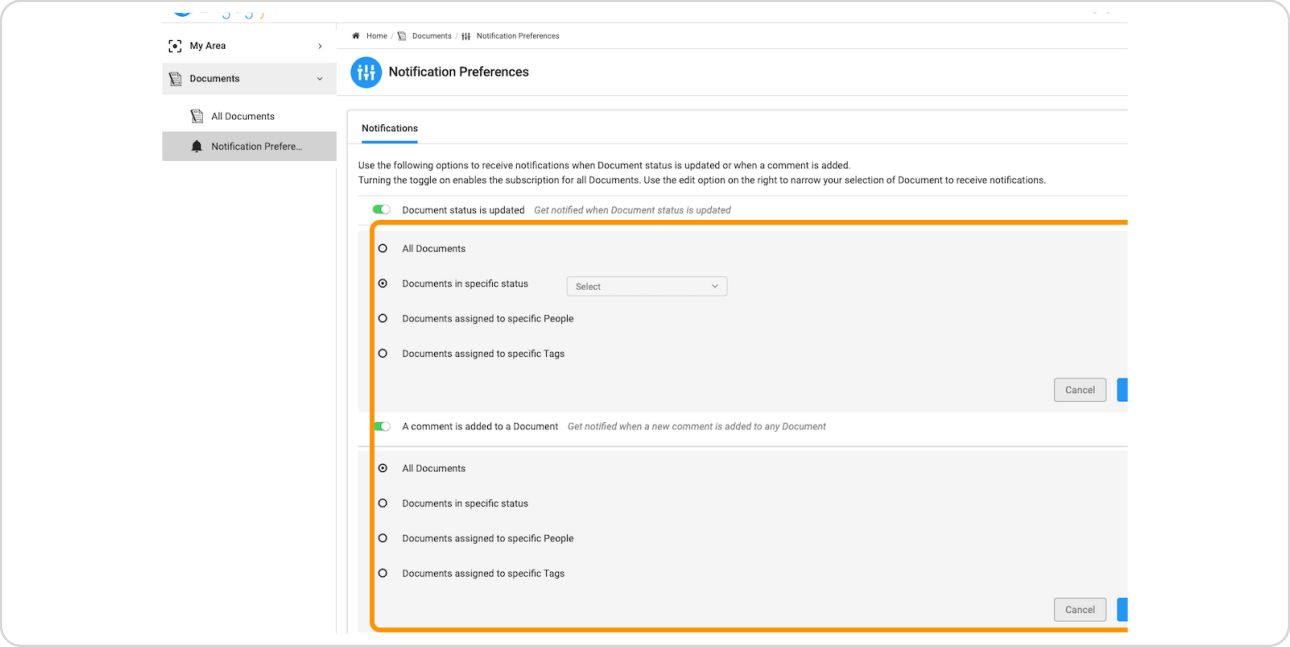
STEP 4

Click on Edit



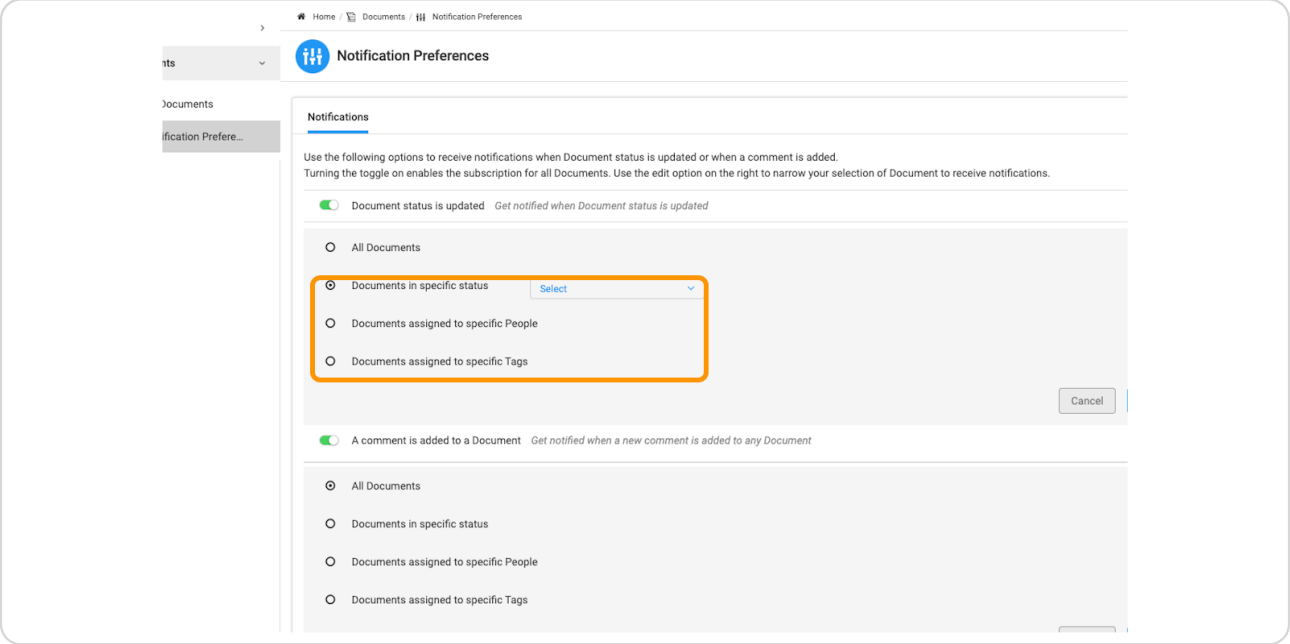
STEP 5

Select your notification criteria for when a document status is updated or comment is added



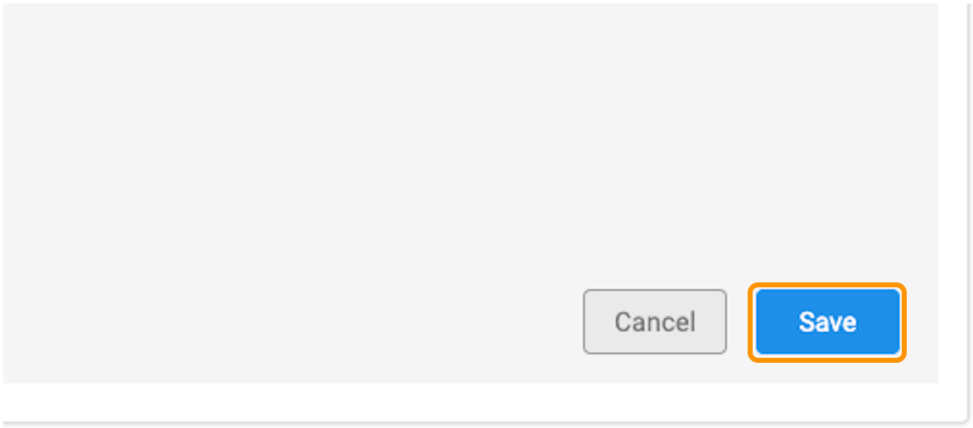
STEP 6

Click to chose your criteria based on Status, People or Tags



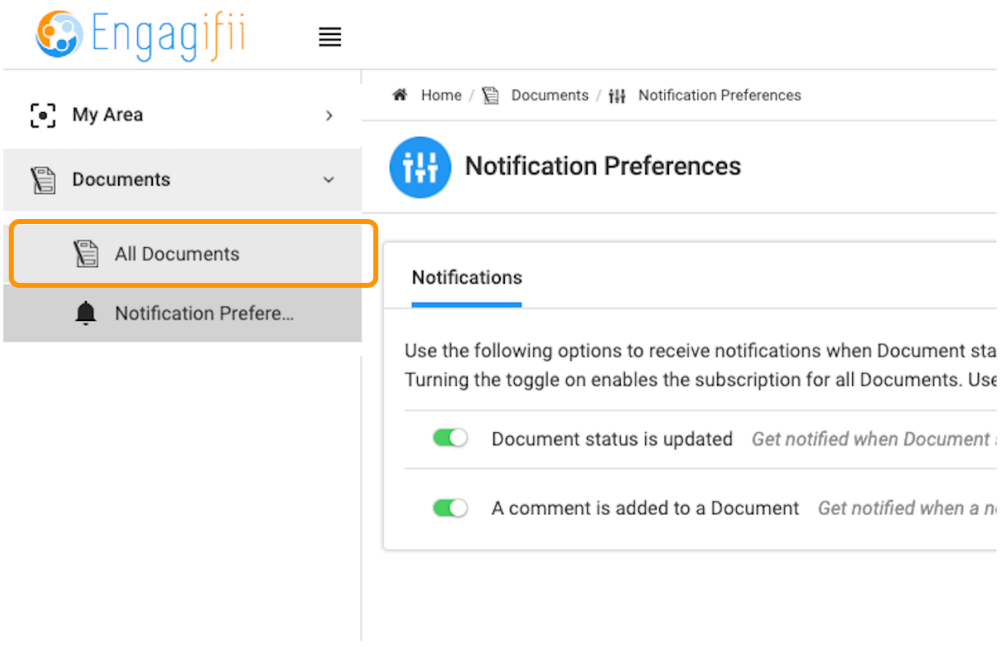
STEP 7

Click on Save once you have made your selections



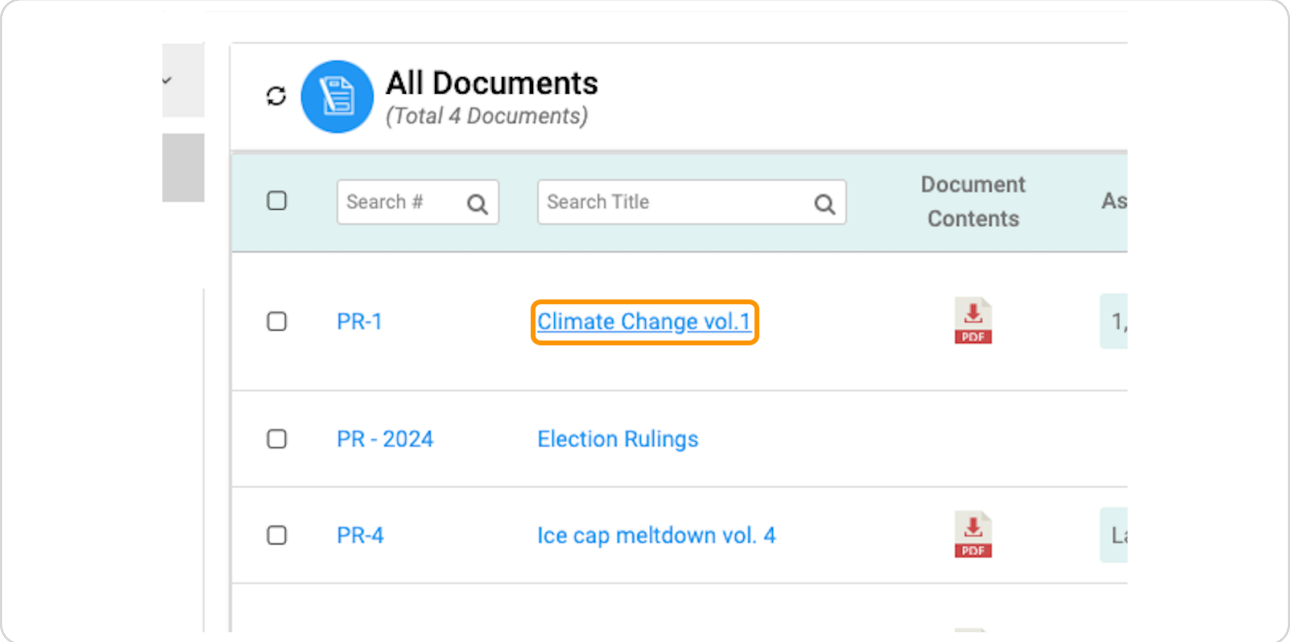
STEP 8

To modify notifications on an Individual Document, click on All Documents



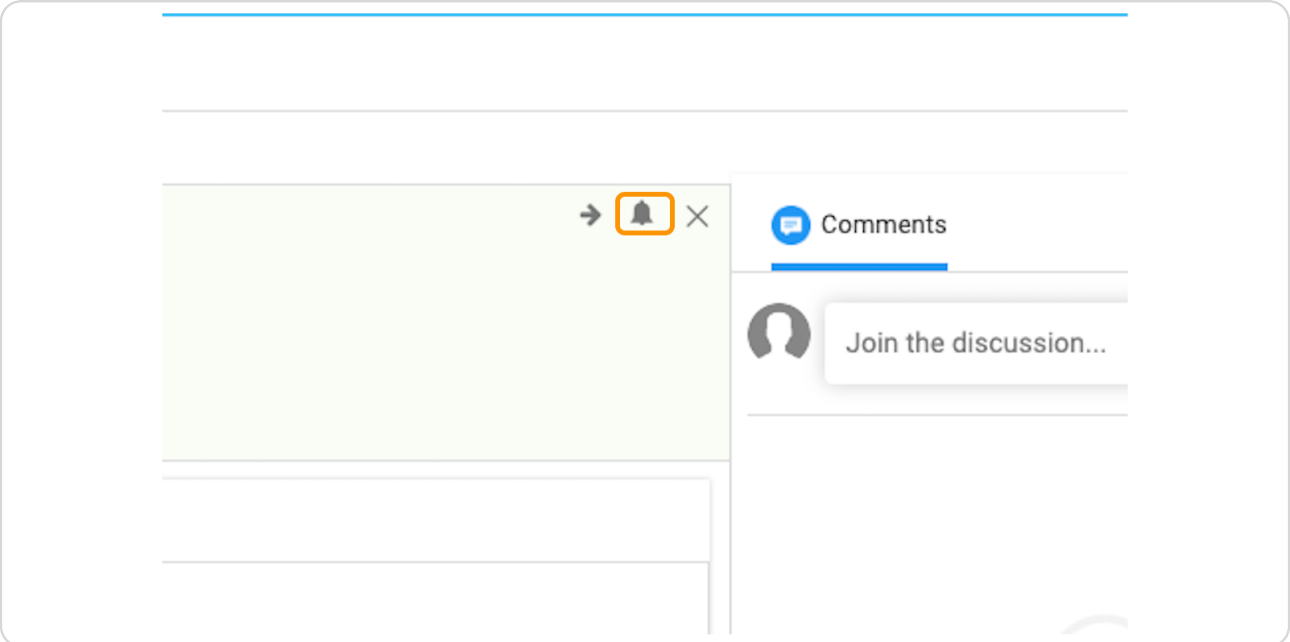
STEP 9

Click on the document



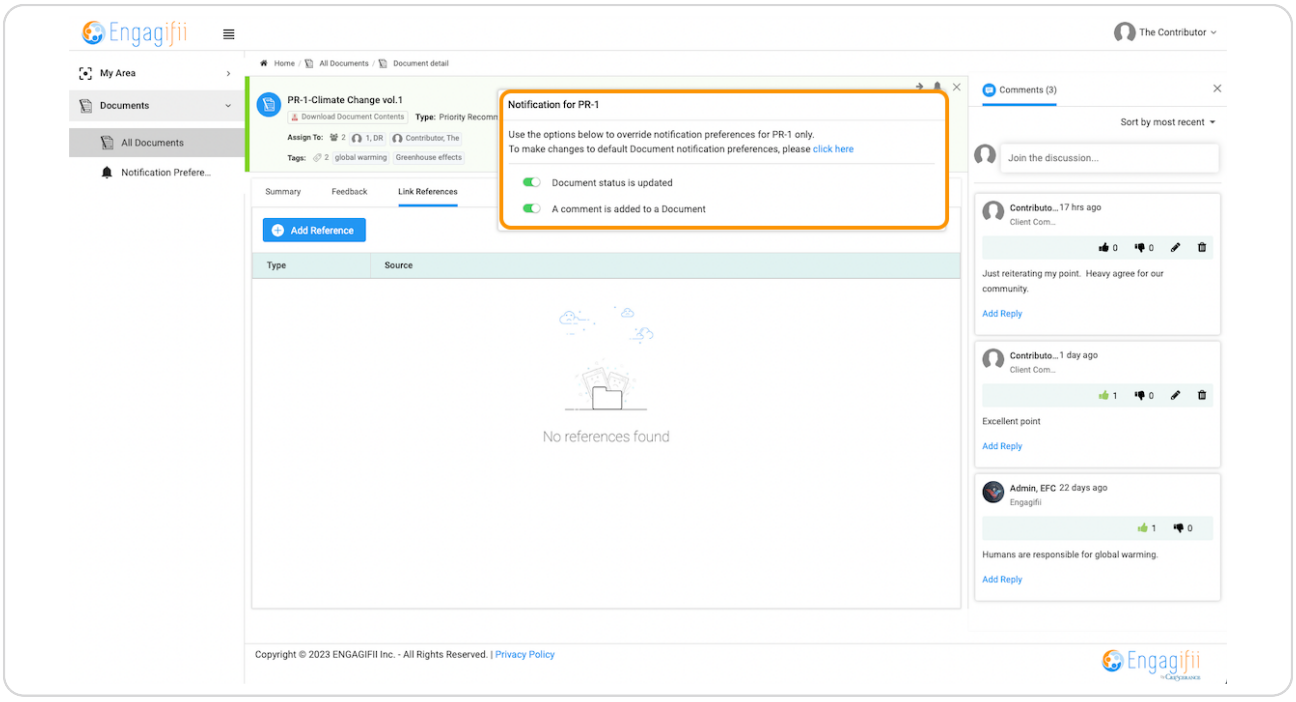
STEP 10

Click on the Bell Icon and update your preferences for that particular document



STEP 11

Update your notification preferences for this document only



Engagifii