

Customizing All Notification Preferences and Specific Documents

11 Steps [View most recent version](#) 

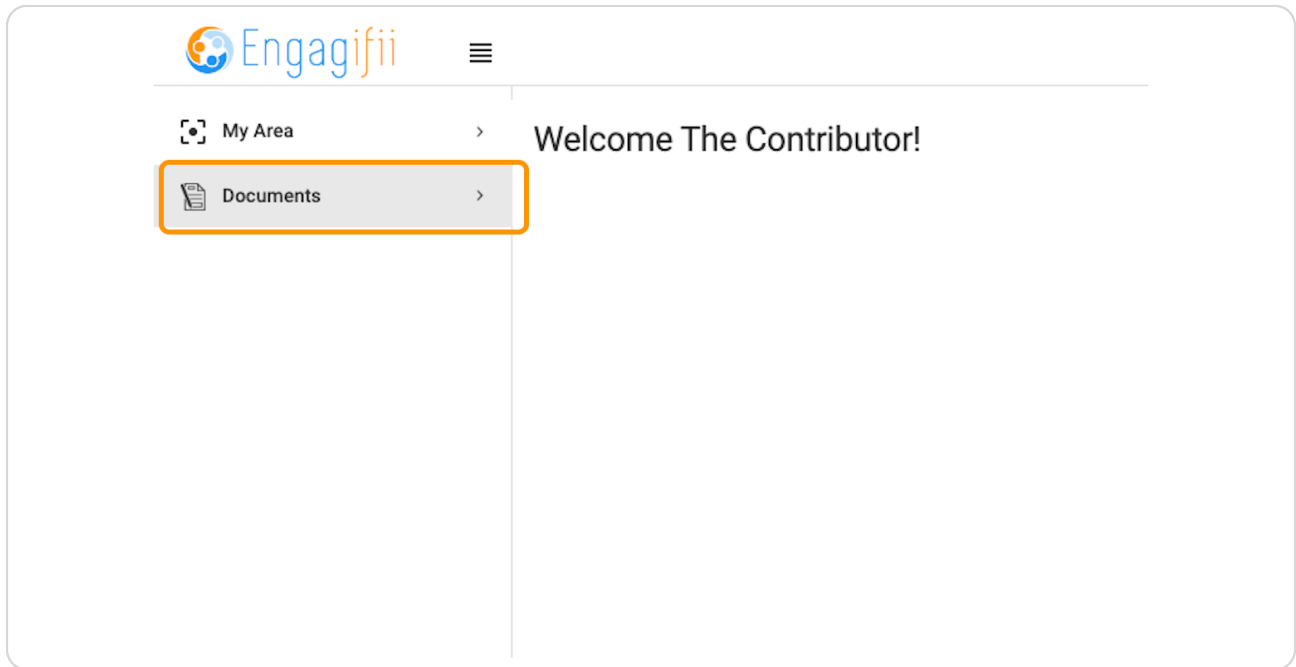
Created by
Engagifii Inc.

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Last Updated
August 30, 2023

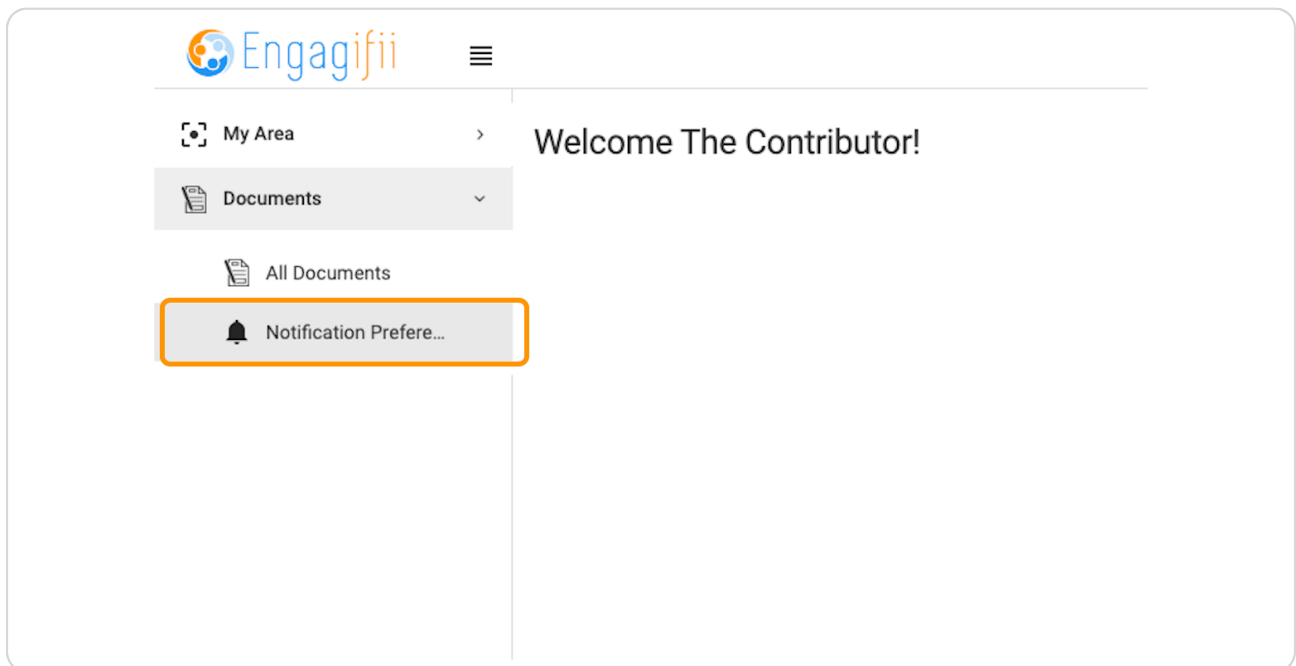
STEP 1

Click on Documents



STEP 2

Click on Notification Preferences



STEP 3

Click on Toggles to turn on or off Notifications

Engagifii

Home / Documents / Notification Preferences

My Area

Documents

All Documents

Notification Preference...

Notification Preferences

Notifications

Use the following options to receive notifications when Document status is updated or when a comment is added. Turning the toggle on enables the subscription for all Documents. Use the edit option on the right to narrow your selection of Document to receive notifications.

<input checked="" type="checkbox"/>	Document status is updated	Get notified when Document status is updated	Edit
<input checked="" type="checkbox"/>	A comment is added to a Document	Get notified when a new comment is added to any Document	Edit

This means the notifications are on and click on the pencil to edit when you are notified.

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STEP 4

Click on Edit

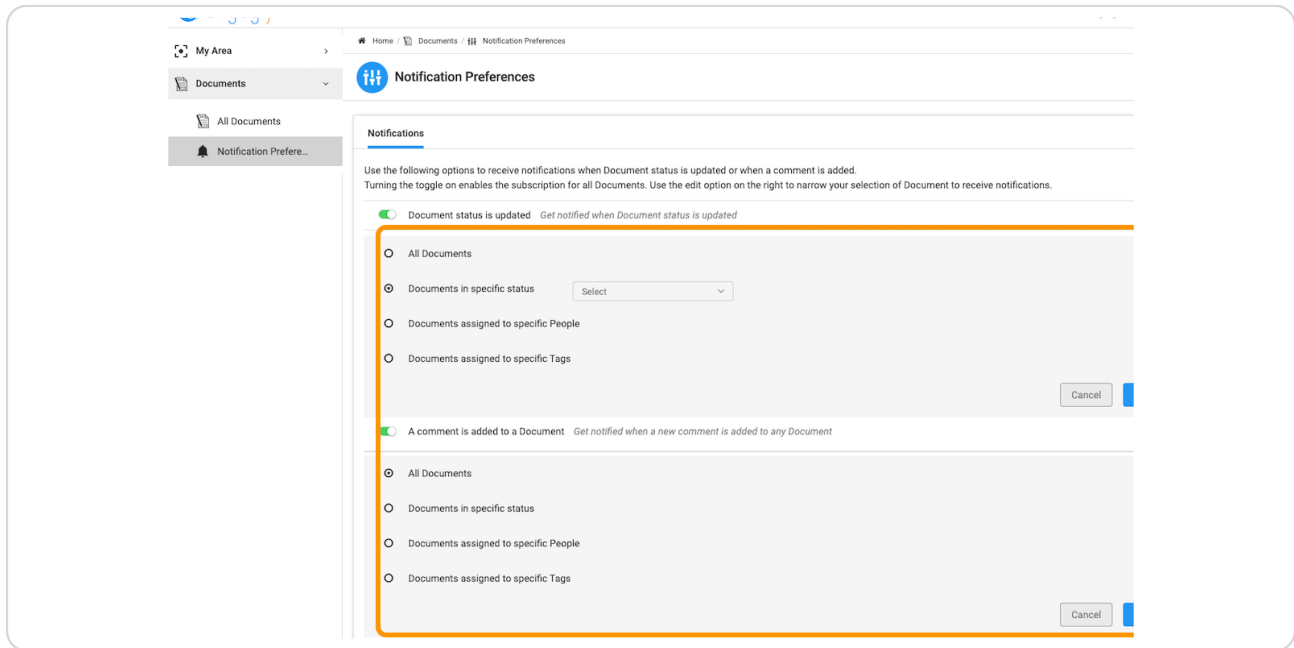
Cancel

Save

[Edit](#)

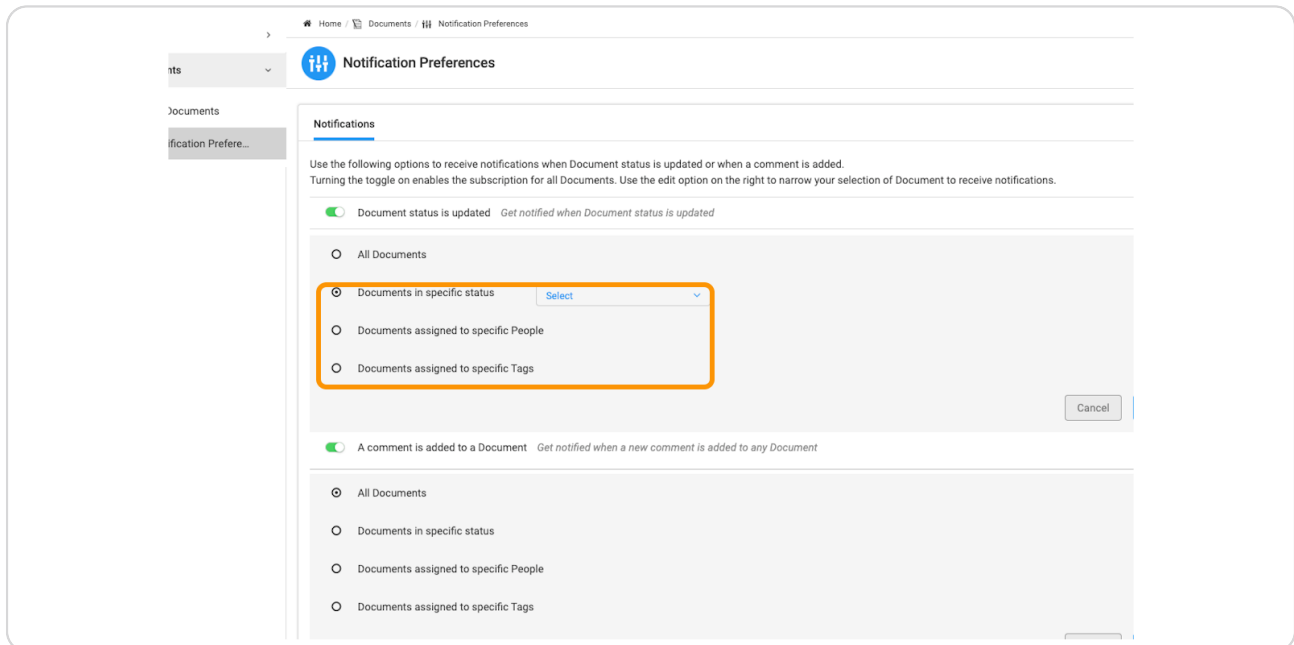
STEP 5

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



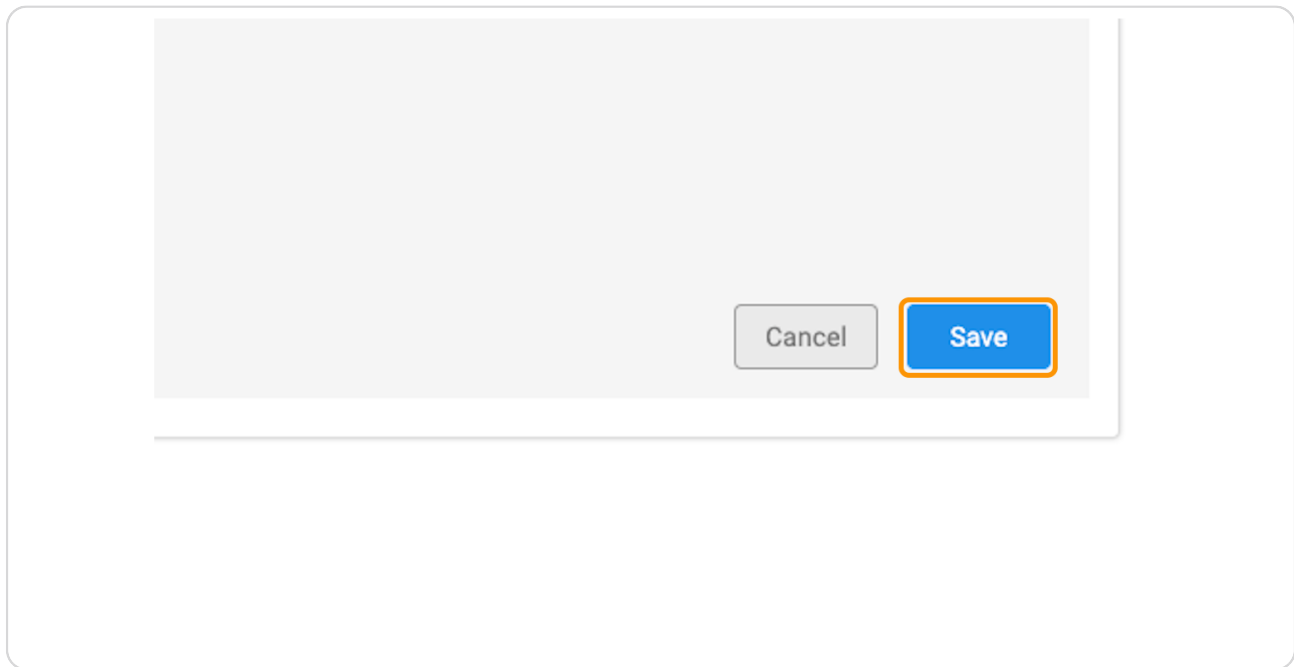
STEP 6

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



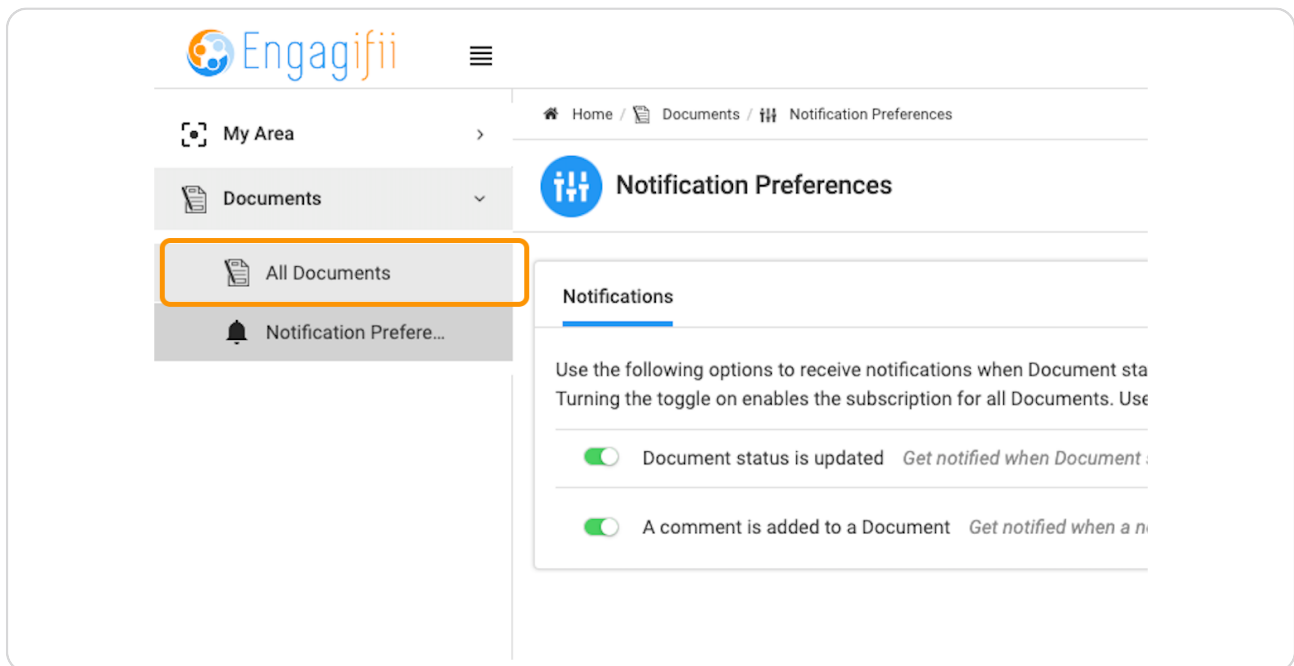
STEP 7

Click on Save once you have made your selections



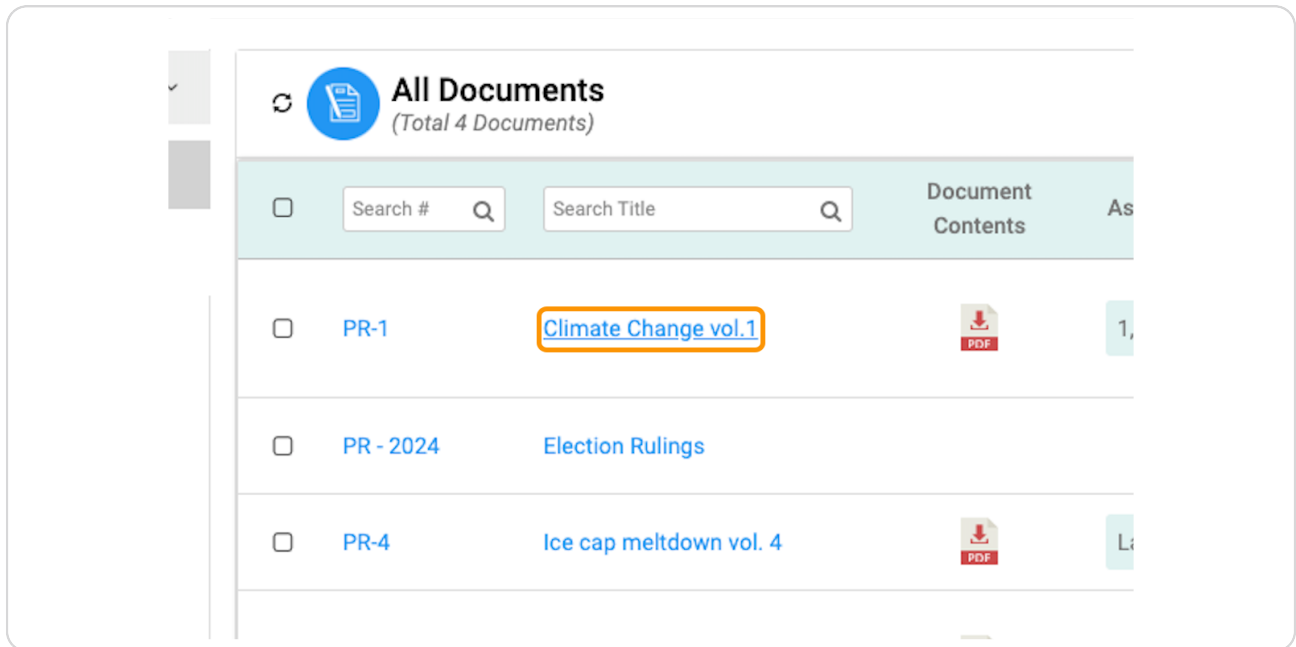
STEP 8

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



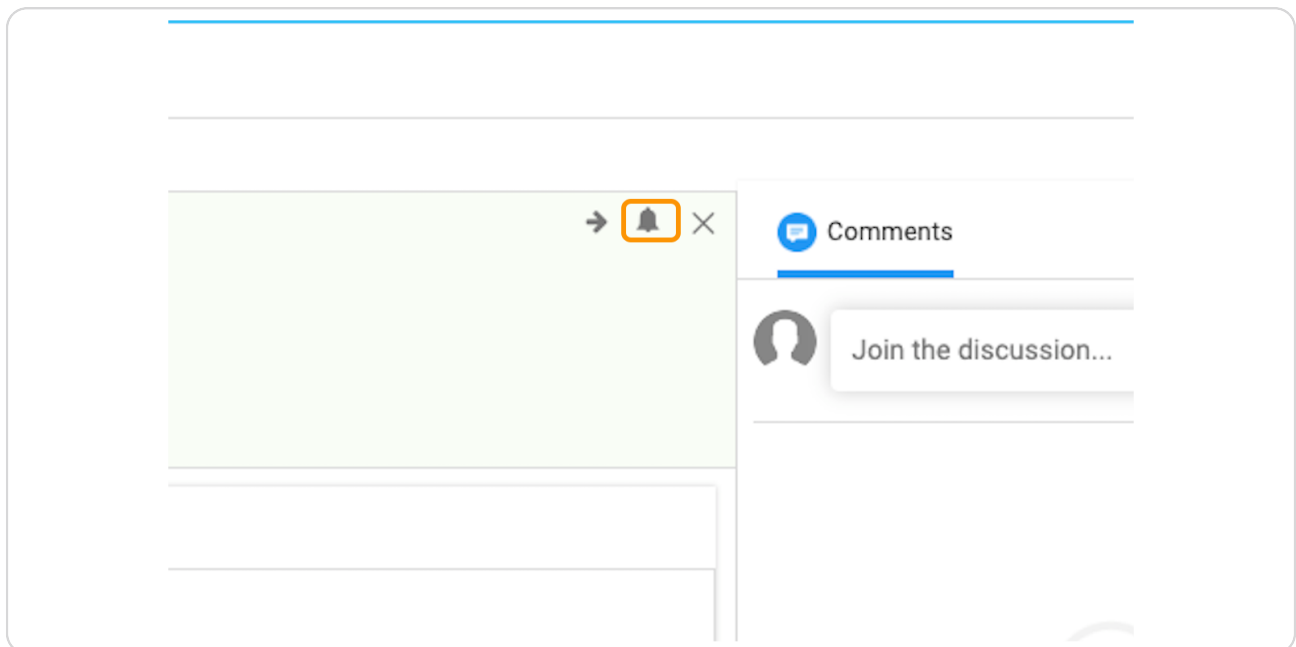
STEP 9

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

The screenshot displays the Engagifii web application interface. The main content area shows a document titled "PR-1-Climate Change vol.1" with a "Notification for PR-1" dialog box overlaid. The dialog box contains the following text:

Use the options below to override notification preferences for PR-1 only.
To make changes to default Document notification preferences, please [click here](#)

- Document status is updated
- A comment is added to a Document

The background interface includes a sidebar with "My Area", "Documents", and "All Documents" sections. The main content area has tabs for "Summary", "Feedback", and "Link References". Below the tabs is an "Add Reference" button and a table with columns "Type" and "Source". The table currently displays "No references found" with a folder icon. On the right side, there is a "Comments (3)" section with a "Sort by most recent" dropdown and a "Join the discussion..." button. Below the comments, there are three comment entries from "Contributo...17 hrs ago", "Contributo...1 day ago", and "Admin, EFC 22 days ago". The footer contains the copyright notice "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | [Privacy Policy](#)" and the Engagifii logo.

