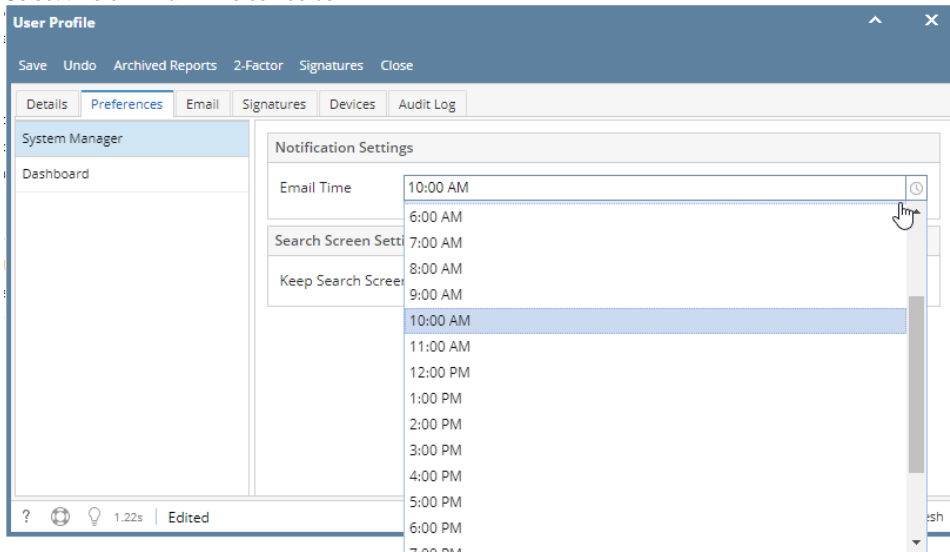


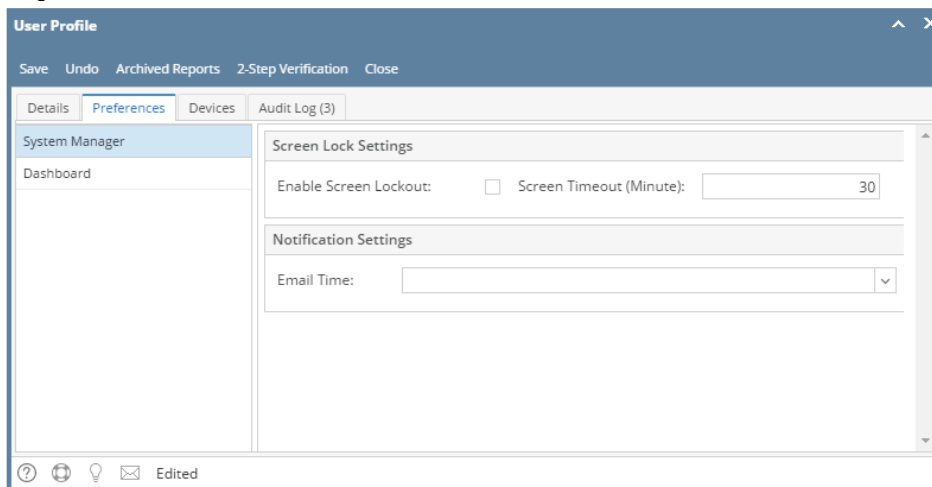
How to Configure Email Time for Notifications

1. From the main menu header, click the **User's** name so mega menu will appear
2. Click the **Preferences** menu under **Settings** to open the User Profile with the **Preferences** tab on focus
3. Select time on **Email Time** combo box:

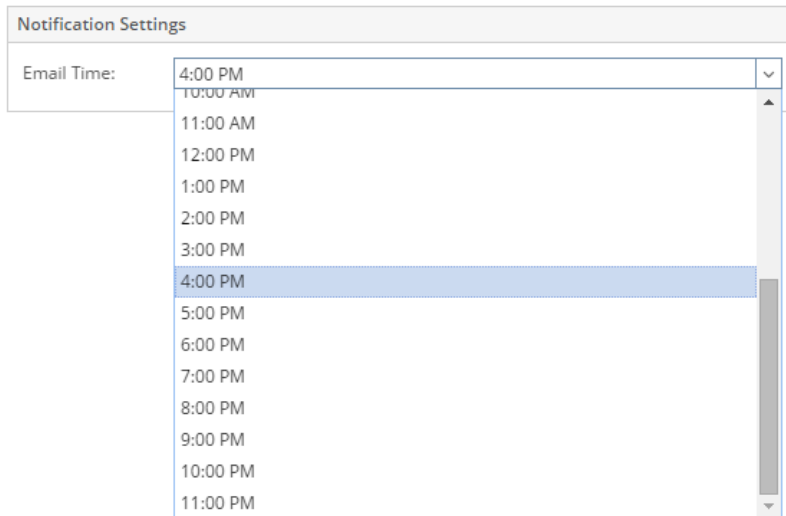


4. Click **Save** toolbar button

1. From main menu, click the **User's** name so dropdown menus will appear
2. Click **Profile** button to open User Profile
3. Navigate to Preferences tab



4. Select time on **Email Time** combo box:



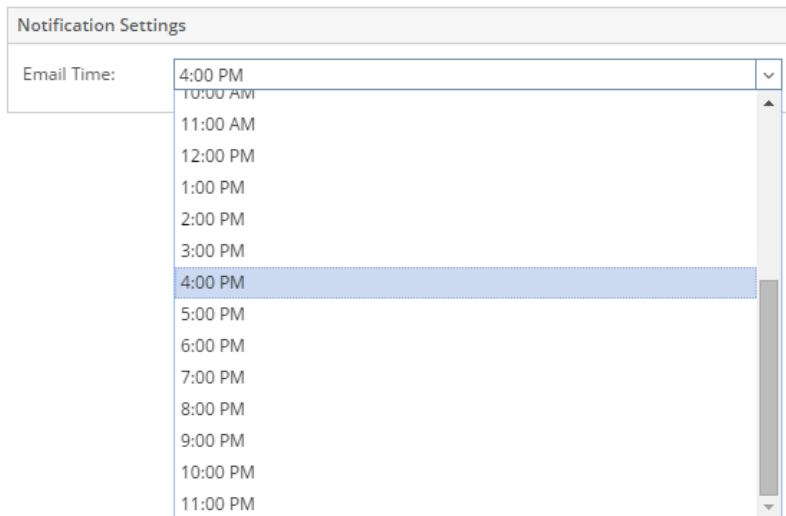
Notification Settings

Email Time: 4:00 PM

- 4:00 PM
- 10:00 AM
- 11:00 AM
- 12:00 PM
- 1:00 PM
- 2:00 PM
- 3:00 PM
- 4:00 PM
- 5:00 PM
- 6:00 PM
- 7:00 PM
- 8:00 PM
- 9:00 PM
- 10:00 PM
- 11:00 PM

5. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **User Preferences**
2. Select time on **Email Time** combo box:

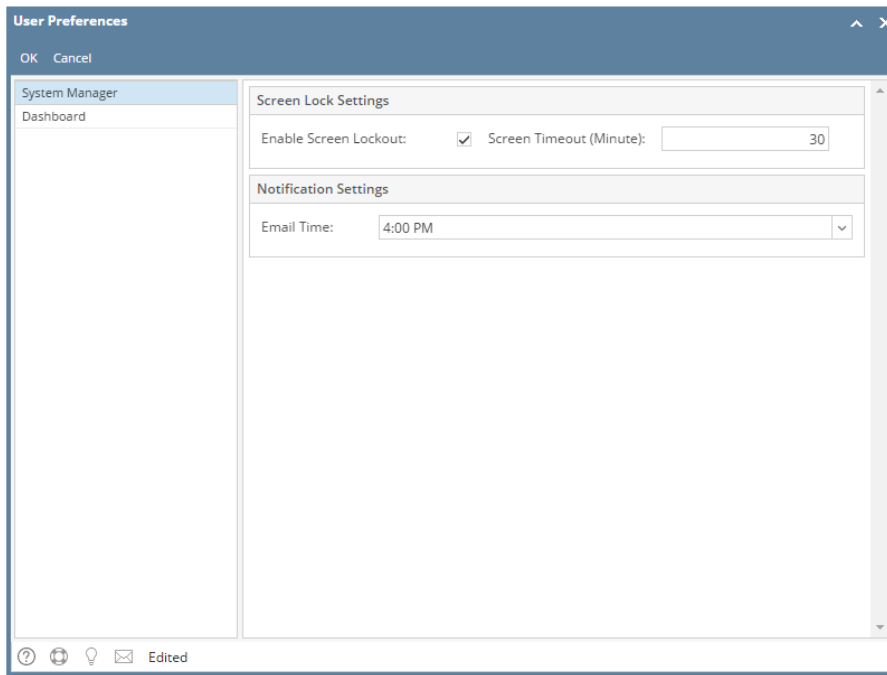


Notification Settings

Email Time: 4:00 PM

- 4:00 PM
- 10:00 AM
- 11:00 AM
- 12:00 PM
- 1:00 PM
- 2:00 PM
- 3:00 PM
- 4:00 PM
- 5:00 PM
- 6:00 PM
- 7:00 PM
- 8:00 PM
- 9:00 PM
- 10:00 PM
- 11:00 PM

3. Click **OK** toolbar button



The image shows a 'User Preferences' dialog box with a blue header bar containing the title and window controls. Below the header is a toolbar with 'OK' and 'Cancel' buttons. The main area is divided into two panes. The left pane has a sidebar with 'System Manager' and 'Dashboard' options. The right pane contains two sections: 'Screen Lock Settings' and 'Notification Settings'. In 'Screen Lock Settings', 'Enable Screen Lockout' is checked and 'Screen Timeout (Minute)' is set to 30. In 'Notification Settings', 'Email Time' is set to 4:00 PM. A status bar at the bottom shows icons for help, search, and email, along with the text 'Edited'.

User Preferences

OK Cancel

System Manager
Dashboard

Screen Lock Settings

Enable Screen Lockout: ☒ Screen Timeout (Minute):

Notification Settings

Email Time:

? ⓘ ? ? Edited