

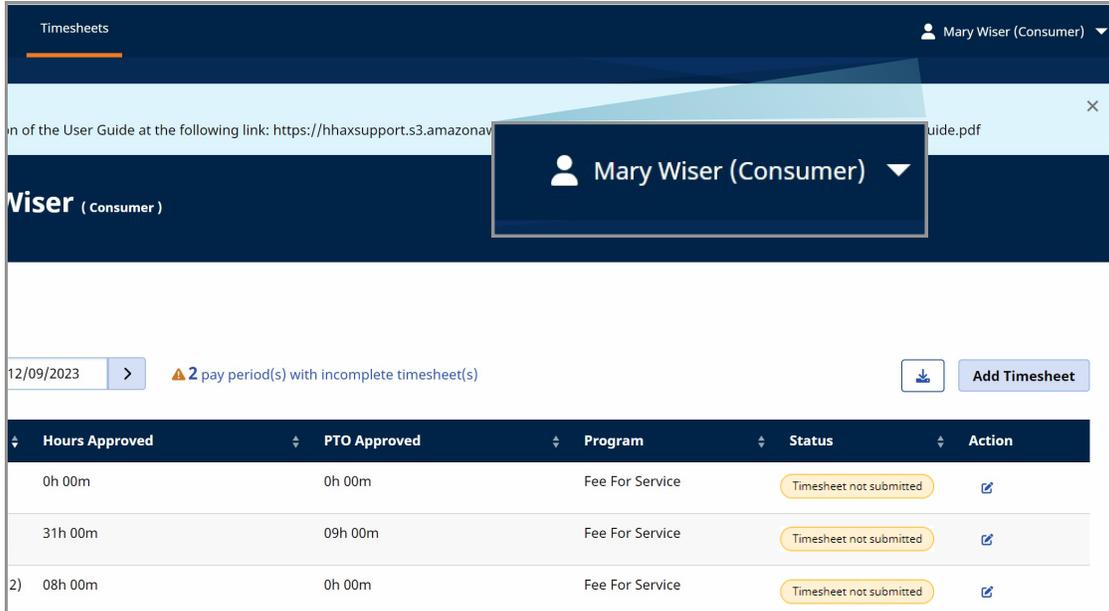
快速入门指南

在 EVV 门户中更改通知设置

要在 EVV 门户中更改通知设置, 请按照以下步骤操作:

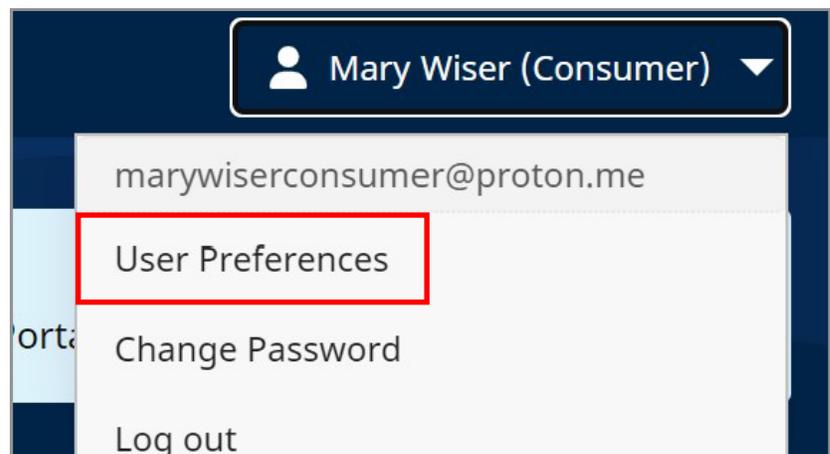
1 步骤 1 - 单击帐户名称

在屏幕右上角, 单击帐户名称。



2 步骤 2 - 单击 User Preferences (用户偏好)

单击 **User Preferences** (用户偏好)。



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步骤 3 - 查看通知页面

PCA 的通知偏好页面如下所示：

The screenshot shows the 'Notification Preferences' page for a user with the email 'lisa.berrycloth@aol.com'. The page is titled 'Notify me for the following:' and contains several dropdown menus for selecting notification frequencies: 'Creation' (Real-Time), 'Adjustment' (Real-Time), 'Approval/Approval Locked' (Real-Time), 'Denial' (Real-Time), and 'Denial Locked' (Real-Time). At the bottom, there are radio buttons for 'End of Pay Period' with options 'Before' and 'After'.

消费者的通知偏好页面如下所示：

The screenshot shows a close-up of the 'Creation' and 'Denial' notification frequency settings. Both are set to 'Weekly' with a frequency of 'on'. A dropdown menu is open for the 'Creation' setting, showing a list of days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'Sunday' option is currently selected and highlighted in blue. Below the 'Denial' setting, the 'End of Pay Period' radio buttons are visible, with 'Before' selected.

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步骤 4 - 更新通知设置

PCA 可以使用下拉菜单设置在以下情况下接收电子邮件的频率：

- 创建新班次
- 调整班次
- 批准班次
- 拒绝班次
- 拒绝时间表上提交的班次

The screenshot shows a dropdown menu titled "Adjustment". The current selection is "Real-Time". The menu is open, showing the following options: "Real-Time", "Weekly", "Real-Time" (highlighted in blue), "Hourly", "Daily", and "Off".

用户还可以使用下拉菜单针对以下情况设置通知：

- 创建新班次
- 调整班次
- 批准班次
- 拒绝班次
- 拒绝时间表上提交的班次

The screenshot shows three notification settings sections: "Creation", "Denial", and "End of Pay Period".
- "Creation": A dropdown menu is set to "Weekly", followed by "on" and another dropdown menu set to "Sunday".
- "Denial": A dropdown menu is set to "Weekly", followed by "on" and a dropdown menu with "Sunday" highlighted.
- "End of Pay Period": A checkbox labeled "Before" is unchecked.

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步骤 5 - 保存设置

单击 Save（保存）按钮保存通知设置。



通过上述步骤，您现在可以在 EVV 门户中更改通知设置。