

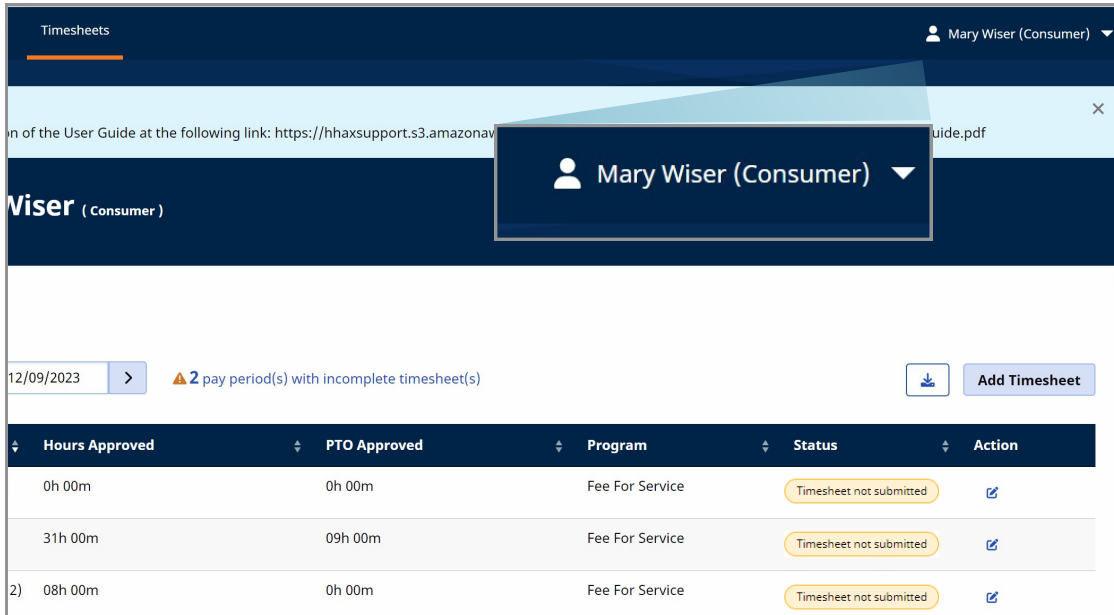
快速入门指南

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:

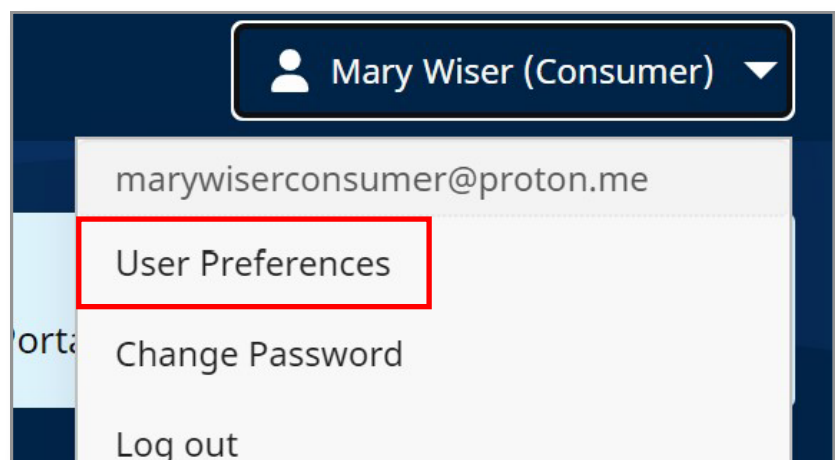
1 步骤 1 - 单击帐户名称

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'. The 'Creation' dropdown menu is open, showing a list of days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. 'Sunday' is currently selected and highlighted in blue. Below these settings, the 'End of Pay Period' section is partially visible with a radio button for 'Before'.

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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 image shows a screenshot of a software interface. At the top, the word "Adjustment" is written in bold. Below it is a dropdown menu. The menu is currently open, showing a list of options: "Real-Time", "Weekly", "Real-Time", "Hourly", "Daily", and "Off". The "Real-Time" option is highlighted with a blue background. The "Real-Time" option at the top of the dropdown is also the one currently selected in the main menu.

用户还可以使用下拉菜单针对以下情况设置通知：

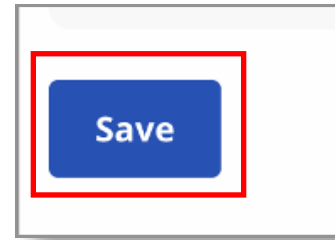
- 创建新班次
- 调整班次
- 批准班次
- 拒绝班次
- 拒绝时间表上提交的班次

The image shows a screenshot of a software interface with three sections for notification settings. The first section is "Creation", which has a dropdown menu set to "Weekly", followed by the word "on", and another dropdown menu set to "Sunday". The second section is "Denial", which has a dropdown menu set to "Weekly", followed by the word "on", and a dropdown menu showing a list of days: "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". The "Sunday" option in this list is highlighted with a blue background. The third section is "End of Pay Period", which has a checkbox labeled "Before" that is currently 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。