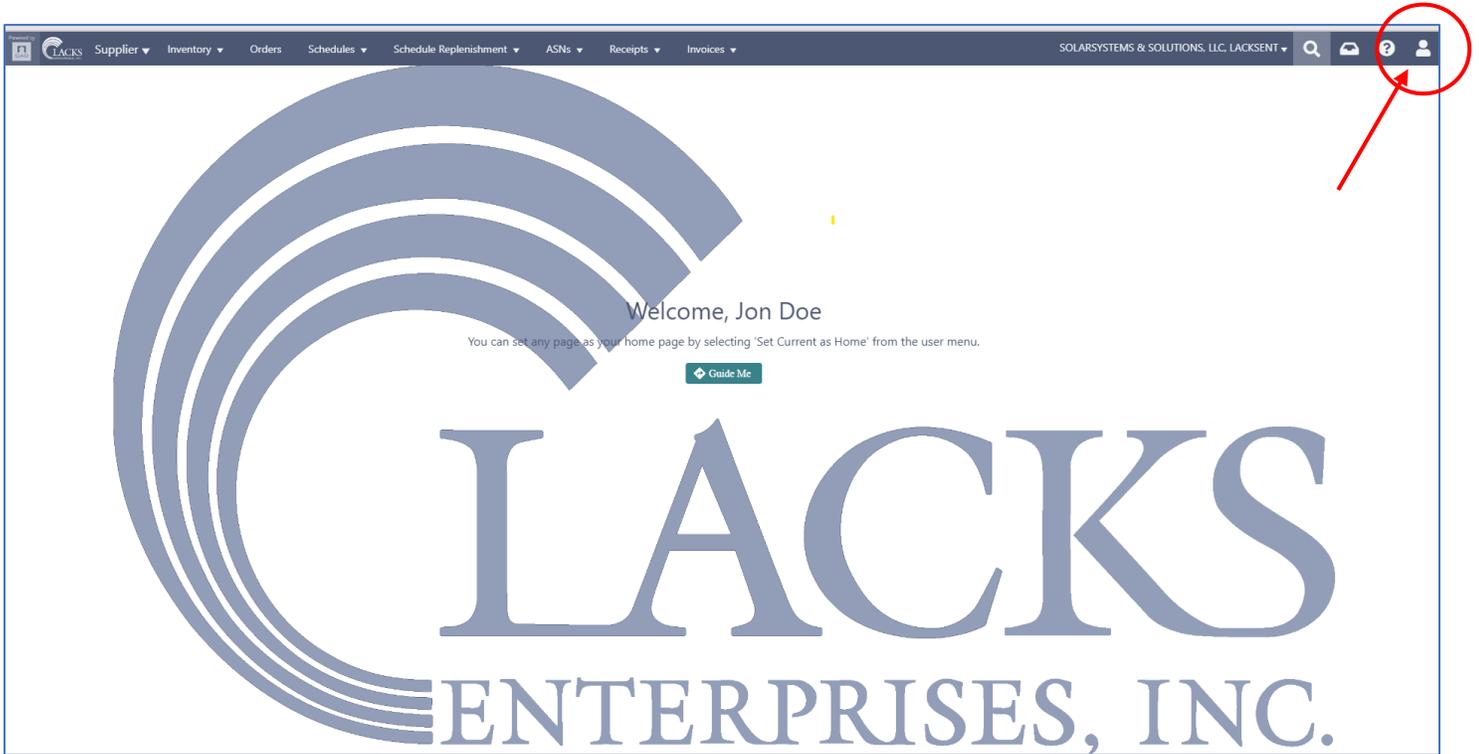


# Supplier Portal: Alerts for New Releases or Changes in Quantities

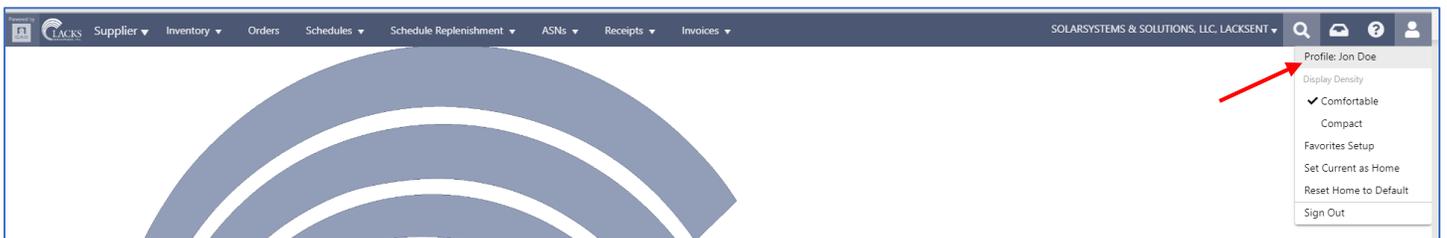
## Global Notification Settings:

This is the per-user-login setting which directs notifications to be sent to your business email in addition to the Supplier Portal Inbox.

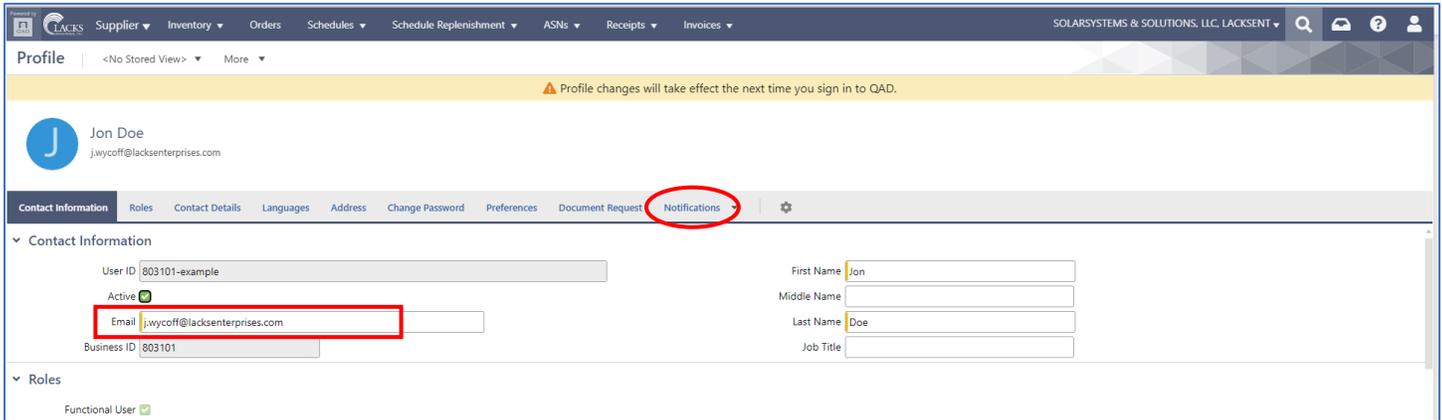
1. Click on Profile icon in the upper right-hand corner:



2. Click on your profile name to open your individual user settings:



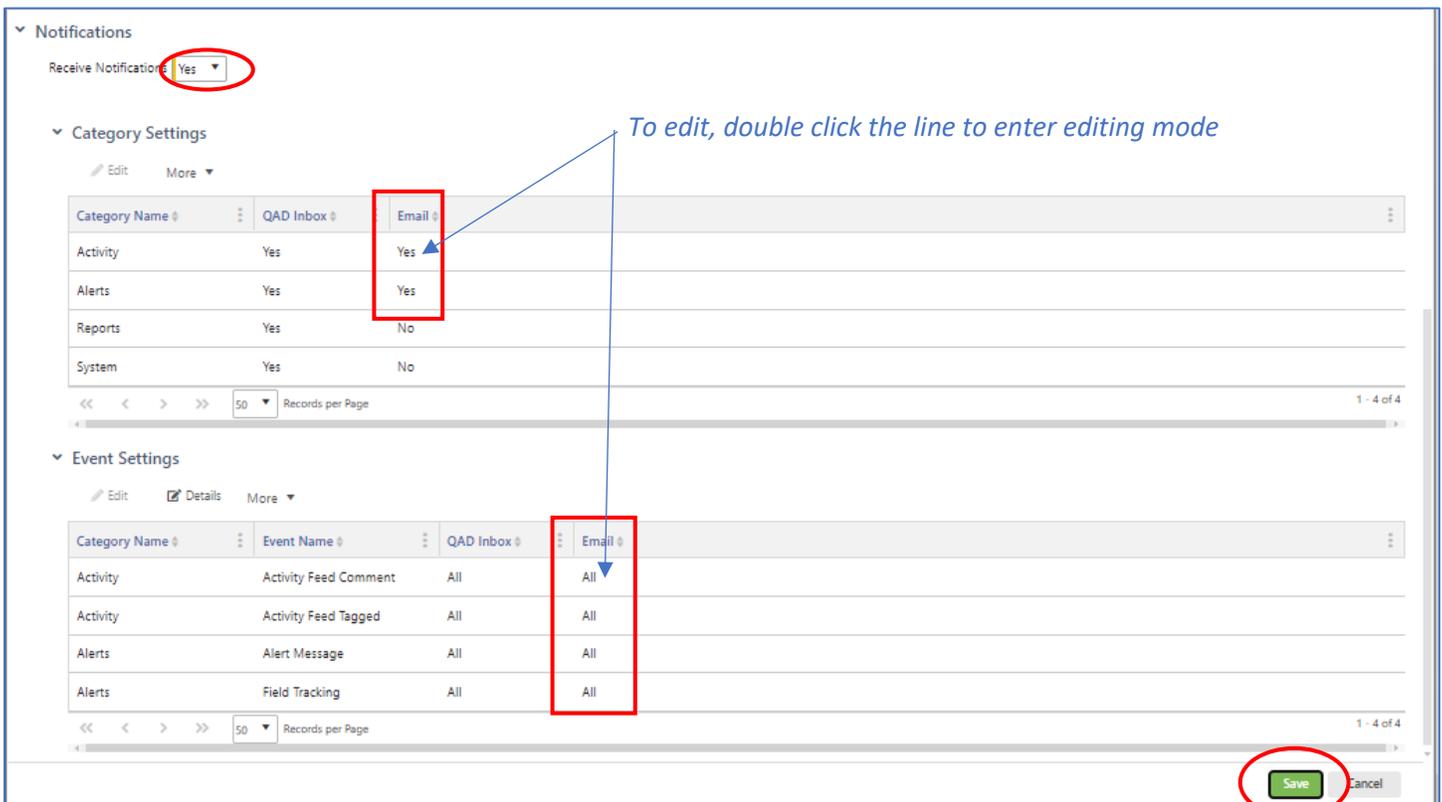
3. Verify your email is correct then select “Notifications” in the top tab:



4. In the Notifications sections, ensure:

- a. the Receive Notifications box is set to “Yes”
- b. the Category Settings for Activity and Alerts has Email set to “Yes”
- c. the Event Settings has Email set to “All” for all four options

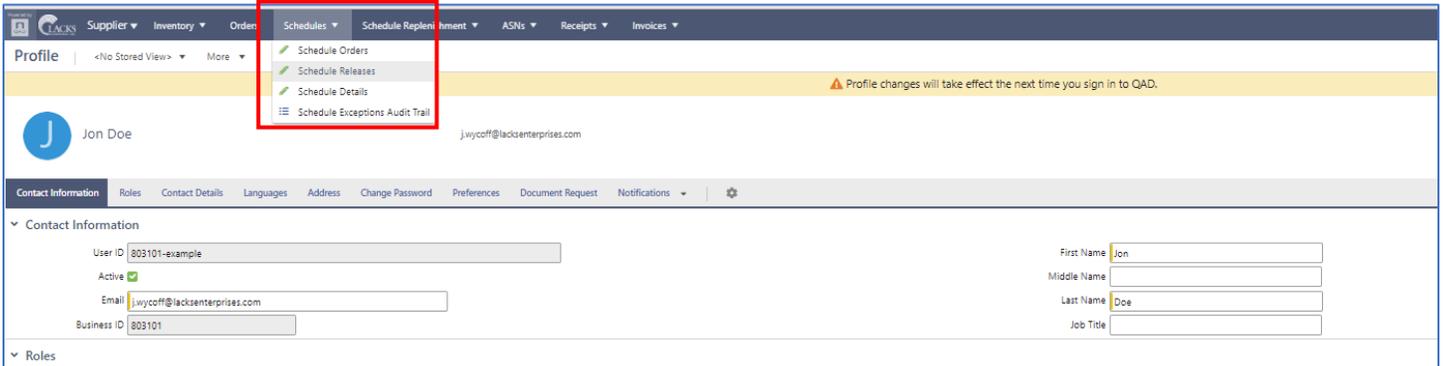
5. Click “Save” to ensure all changes are kept.



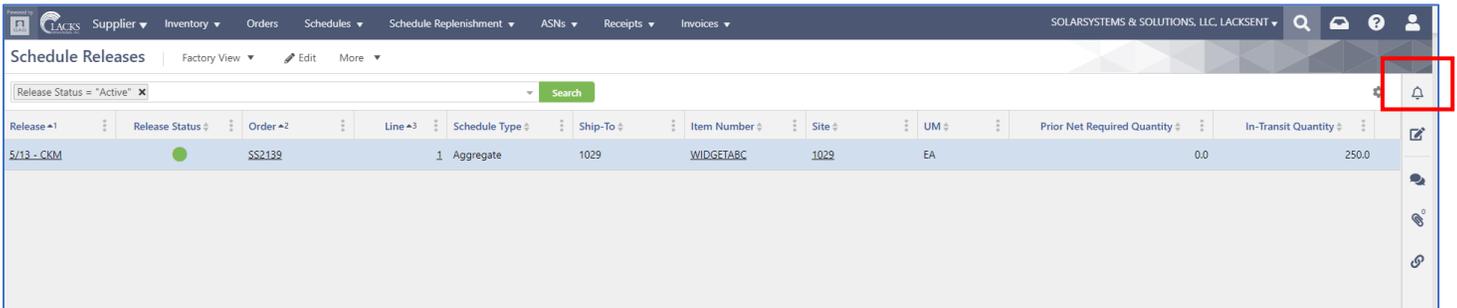
## Configuring Alerts – New Releases

This Alert setup will send a notification (email) when a brand new release *number* has been created.

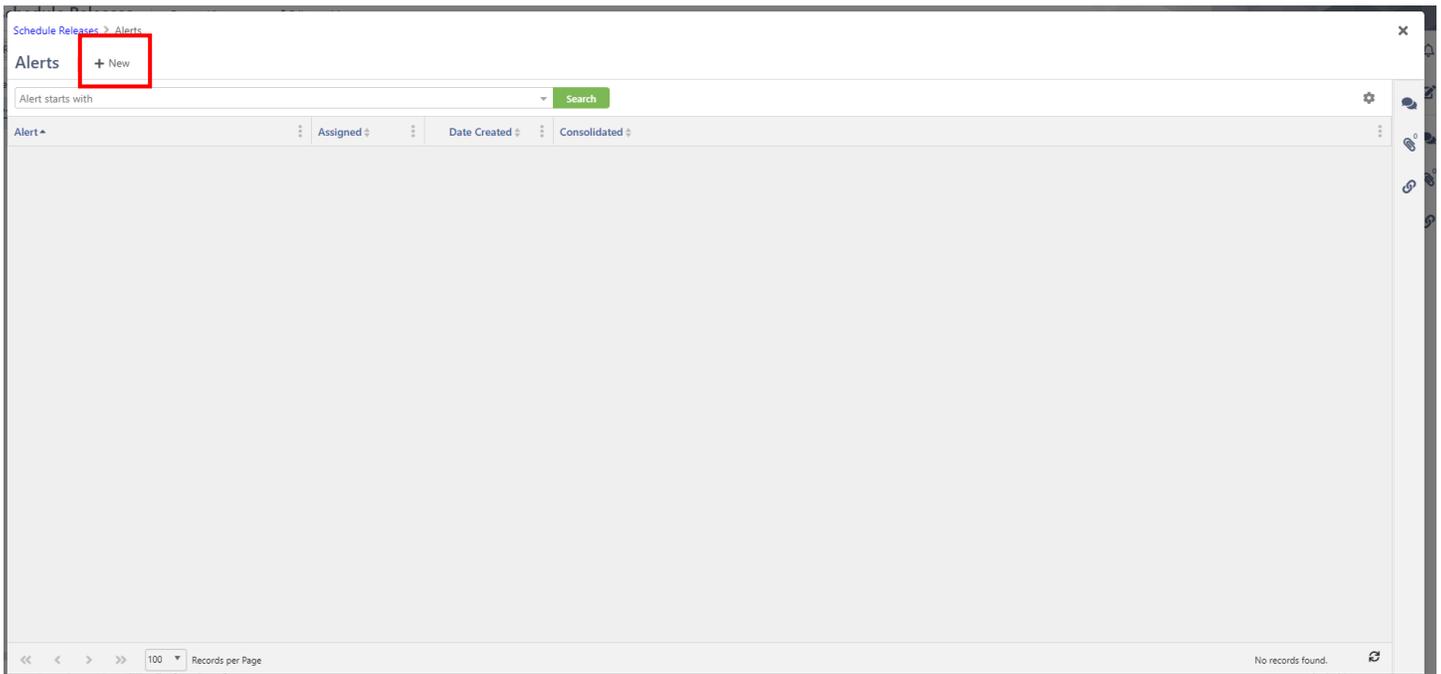
1. Along the top header selections, click on “Schedules”, then click on “Schedule Releases”:



2. In the upper section of the right-hand icon strip, click on the Alerts icon (bell):



3. Click on “+ New”



4. To Create the Alert:

- a. Name your alert,
- b. Ensure “**Send alerts about change to fields**” is selected in the drop down mid-screen,
- c. Check the check box under Field Changes next to **Release Number/Release** as shown,
- d. Turn on consolidation if desired.

*If this feature is not checked, the system will send the alerts at the time of the event.*

*If the box is checked, it will send all alerts generated in the specified time frame in one email. For example, once a day, every 5 hours, every 7 days (weekly), etc.*

- e. Click “**Save**” to keep all settings and activate this Alert

Schedule Releases > Alerts

Alerts | + New

Schedule Releases  
Business Component

New Release Created  
Alert

Main | Field Changes | Notification Options

Alert: New Release Created

Conditions:

+ New | Delete | More

Field	Operator	Value1	Value2

Records per Page: 50

Send alerts about changes to fields

Field Changes

Se...	Field Code	Field Label
<input checked="" type="checkbox"/>	releaseNumber	Release
<input type="checkbox"/>	itemDescription	Item Description
<input type="checkbox"/>	itemId	Item Number
<input type="checkbox"/>	orderNumber	Order
<input type="checkbox"/>	releaseDate	Release Date
<input type="checkbox"/>	releaseStatus	Release Status

Records per Page: 50

Notification Options

Consolidate Alerts  Every 1 Days 0 Hours 0 Minutes

Save | Close

This is an example of a New Release Alert notification email that has been consolidated (once a day). Please note that consolidating the alerts will give you a hyperlink for each notification that, if clicked, will bring you to that Schedule Release directly in the Supplier Portal (after you login).

Schedule Releases:(15 Alerts)



qad-demand-and-delivery\_no-reply@qad.com  
To: Wycoff, June

Reply Reply All Forward ...

Mon 9/18/2023 3:24 PM

**Caution** This email originated outside of Lacks Systems.

Schedule Releases:(15 Alerts)

Alert: New Release created

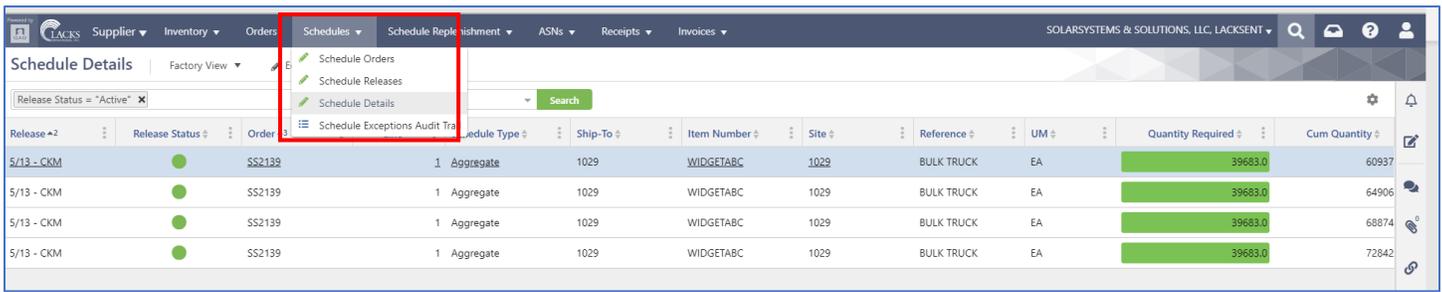
**Alerts Summary**

<a href="#">SS7183 8 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:04 PM
<a href="#">SS7183 7 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:04 PM
<a href="#">SS7183 5 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:04 PM
<a href="#">SS7183 4 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:04 PM
<a href="#">SS7183 3 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:04 PM
<a href="#">SS7183 2 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:04 PM
<a href="#">SS7183 1 20230918-002 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:14:03 PM
<a href="#">SS6611 8 20230918-001 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:13:55 PM
<a href="#">SS6181 4 091823-01 Aggregate</a>	created by VMI poller user. Sep 18, 2023 7:13:45 PM

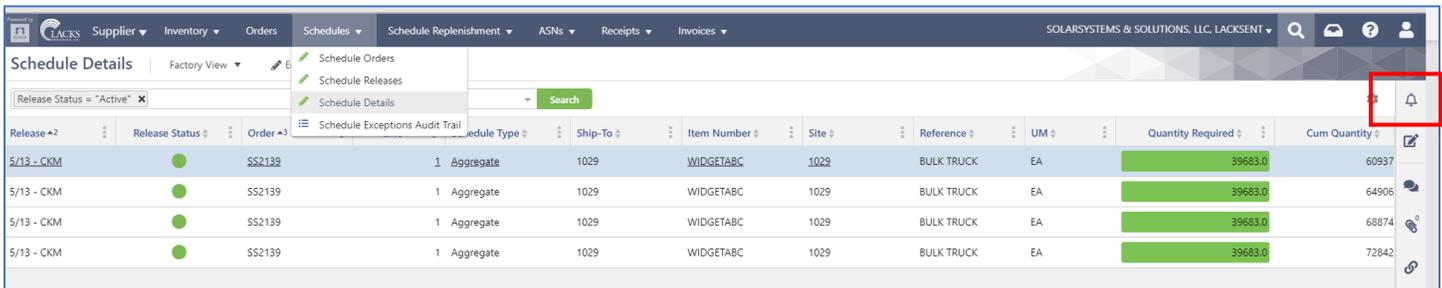
## Configuring Alerts – Change in Order Quantity

This Alert setup will send a notification (email) when the required quantity on a release has changed.

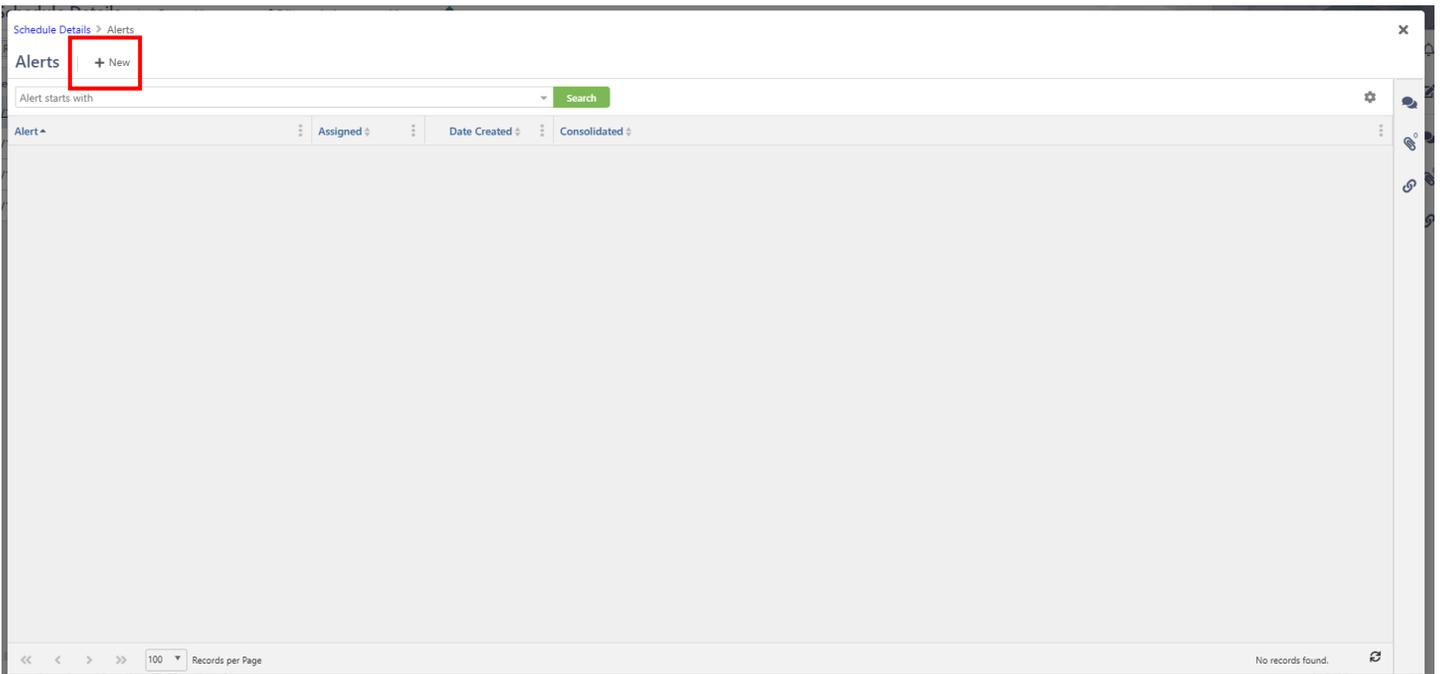
1. Along the top header selections, click on “Schedules”, then click on “Schedule Details”:



2. In the upper section of the right-hand icon strip, click on the Alerts icon (bell):



3. Click on "+ New"



4. To Create the Alert:

- a. Name your alert,
- b. Ensure "Send alerts about change to fields" is selected in the drop down mid-screen,
- c. Check the check box under Field Changes next to **quantity/Quantity Required** as shown,
- d. Turn on consolidation if desired.

If this feature is not checked, the system will send the alerts at the time of the event.  
If the box is checked, it will send all alerts generated in the specified time frame in one email. For example, once a day, every 5 hours, every 7 days (weekly), etc.

e. Click **“Save”** to keep all settings and activate this Alert

The screenshot displays the configuration for an alert titled "Change in Release Quantity". The interface is divided into several sections:

- Main:** The alert name is "Change in Release Quantity".
- Conditions:** A table with columns "Field", "Operator", "Value1", and "Value2".
- Field Changes:** A table with columns "Se...", "Field Code", and "Field Label". The "quantity" field is checked, indicating it is included in the alert.
- Notification Options:** The "Consolidate Alerts" checkbox is checked, and the frequency is set to "Every 0 Days 0 Hours 0 Minutes".
- Buttons:** A "Save" button is highlighted at the bottom right.

This is an example of a Change in Quantity notification email (no consolidation). There are no links in a single notification event. It does however show you directly the was/is quantity change:

The screenshot shows an email notification with the following content:

Schedule Details SS7189 16 20230918-001 Aggregate Mar 25, 2024 4:00:00 AM : VMI poller user updated field Quantity Required

From: qad-demand-and-delivery\_no-reply@qad.com  
To: Wycoff, June

Caution This email originated outside of Lacks Systems.

Schedule Details SS7189 16 20230918-001 Aggregate Mar 25, 2024 4:00:00 AM :  
VMI poller user updated Quantity Required from 270.0 to 0.0