

Knowledgebase > ESP Admin > Notifications

Notifications

Jennifer M - 2019-10-10 - ESP Admin

Notifications in ESP are able to be managed in the ESP Admin area. To access the ESP Admin, click on your avatar and then click on the Settings link.

	201
R	ESP User
45	Manage My Account Settings Preferences
	My Dashboard ESP Orders

Click on Notifications from the options on the left. Then, use the slider to select the notification type and option. There are two notification types:

- Email notifications will be sent to the email address within your ESP account.
- In-App notifications will appear via the bell icon.

Use the Details dropdown to view individual options for the section.

Notifications Choose whether or not you want to receive an Email and In-App notification for the following events.		Email	In-App
Notify me when		Email	In-App
Something is shared with me		ON O	
Someone in my company takes an action on my order, quote, or invoice			ON
Someone takes an action on a presentation	Details ~		ON
Order status or expected shipping is updated	Details ~	ON O	ON
Tasks are assigned, due, or completed		ON O	ON

Note: Clicking on the slider under Email or In-App will turn off all notifications in that section. For example, to disable all In-App notifications, click on the slider so that it displays "No".