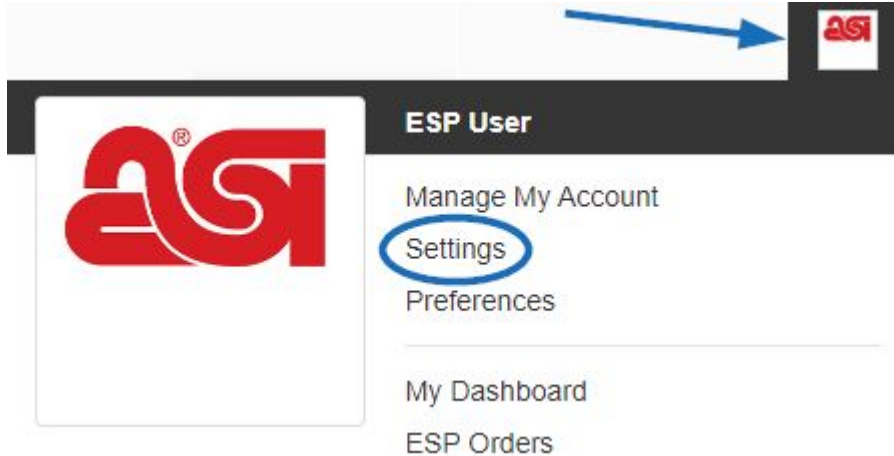




## Notifications

Jennifer S - 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.



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		Email	In-App
Choose whether or not you want to receive an Email and In-App notification for the following events.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when...		Email	In-App
Something is shared with me	Details ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone in my company takes an action on my order, quote, or invoice	Details ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone takes an action on a presentation	Details ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order status or expected shipping is updated	Details ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tasks are assigned, due, or completed	Details ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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".