

USER NOTIFICATION PREFERENCES

SETTING UP YOUR USER NOTIFICATION PREFERENCES.

Log into the IMOnline website <http://nz.ingrammicro.com/>

1. For new users follow the setup steps – do not skip. If you skip the notification preferences setup you can go back and set it up.
2. Click on My Account>My Profile>Notification Preferences or use the Quick Link User Notification Preferences

The screenshot shows the Ingram Micro website interface. At the top, the user is logged in as Jayne van den Berg (IM Account #: 144538). The navigation bar includes 'My Account', which is highlighted with a red box. A red arrow points from this 'My Account' link to the 'Notification Preferences' link in the left sidebar. Another red box highlights the 'User Notification Preferences' quick link button in the top navigation bar. The main content area shows the 'Notification Preferences' page with the following settings:

- Required:** Select the method for receiving your notifications
- Email
- * Email Address:** jayne.vandenberg@ingra
- Order Confirmation Notices:**
 - Immediately after each order
- Quote Confirmation Notices:**
 - Copy me on sent quotes
- Quotes About to Expire Notices:**
 - One day before expiration
 - Three days before expiration
 - One week before expiration
 - Two weeks before expiration
- Shipment Confirmation Notices:**
 - Immediately after order ships
- Open Backorder Reports:**
 - Daily summary

NOTE – The email address set up here will also receive reset password auto emails. You also have to have the correct privileges for some function like backorder report.