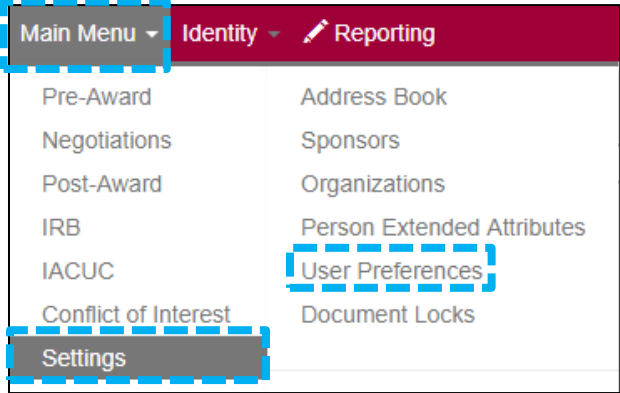# USER PREFERENCES: CHANGING OR SETTING UP APPROVAL EMAIL REMINDERS

If you need to set up or adjust the settings for your approval email reminders. Follow the steps outlined below.

1) **Login to RazorGrant:** razorgrant.uark.edu

2) **Under the RazorGrant logo, hover over:**
   Main Menu > Settings > User Preferences

3) This will open the **Workflow Preferences** screen. Scroll to the bottom of the page and locate the **Email Notification Preferences** section.
4) In the middle of that section is the **Document Type Approval/Acknowledge Reminder Email Notifications** feature. This feature will send you email reminders when there are items in your Action List awaiting your approval or acknowledgement.
5) To change the frequency of the current email reminders, click the **Delete** button next to the existing Document Type. Then follow the step below to re-add the document type with a different day trigger.
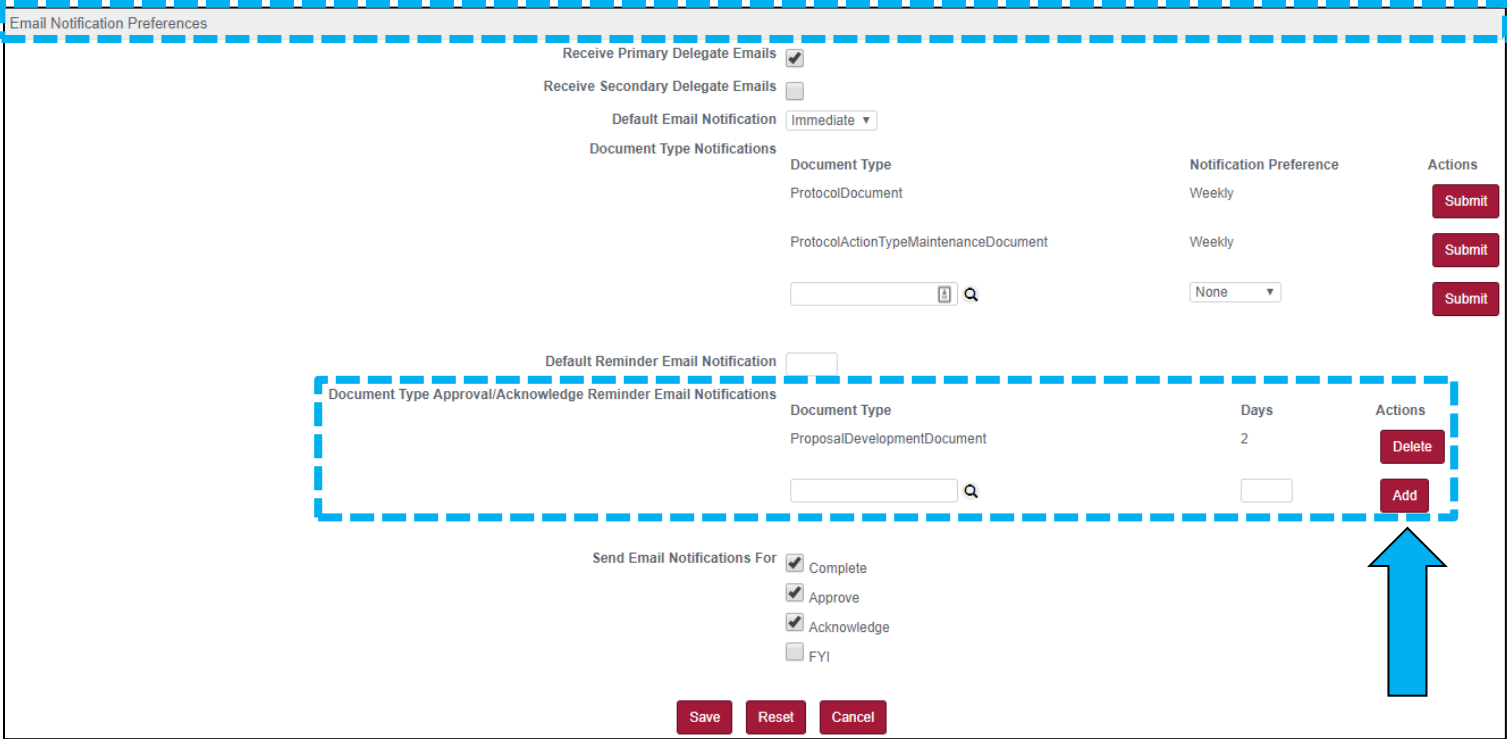
6) To set up the approval email reminders:
   ➢ Click the magnifying glass next to the **Document Type** field.
   ➢ Enter either the **ID** number **OR** the **label** name with *astericks* around it in the Document Type Lookup screen. Select one document type at a time. See document types and example below.
   ➢ You can receive an approval email reminder for the following document types:

Type	ID	Label
Proposal Development Document	87844	*Proposal Development*
IRB Protocol Document	87998	*IRB Protocol*

   ➢ Click the **Search** button.
   ➢ Click **return value** to select the document type. Repeat these steps to add both document types.

Document Type Lookup

Parent Name: 🔍		Name:	
Label: *proposal development*	Enter one to Search	Id: 87844	
Active Indicator: ● Yes ○ No ○ Both			

Search   Clear   Cancel

Return Value	Id	Name	Parent Name	Label
return value	87844	ProposalDevelopmentDocument	KC	Proposal Development Document
return value	87998	ProtocolDocument	KC	IRB Protocol

7) Once you have selected the document type and clicked return value, you will return to the **Email Notification Preferences** screen.
8) Fill in the **Days** field next to the **Document Type** you selected. This is the number of days an item can sit in your Action List before you will receive an email reminder.
9) Click the **Add** button to add this email reminder.
10) DON'T FORGET to click the **Save** button at the bottom of the screen to save your changes.

Document Type Approval/Acknowledge Reminder Email Notifications

Document Type		Days	Actions
ProposalDevelopmentDocun 🔍		2	Add

Send Email Notifications For ✔ Complete
✔ Approve
✔ Acknowledge
☐ FYI

Save   Reset   Cancel

NOTE: Repeat the above steps to add another email reminder for a different document type.