



My Message Subscriptions

Overview

The Warehouse Management module Message Subscriptions process is to provide the ability to add, update and delete My Message Subscriptions. The messages displayed in this process are limited to the individual Warehouse member.

Messages are sent when a user sets up a subscription to a process in ELMS. The user subscribes to one or more message types, which triggers a message when actions are taken in that process.

For example, if a user is subscribed to the disposition message type and an action is taken in disposition, the user would receive an email message.

Navigation

MASTER DATA MGMT > Messaging > My Message Subscriptions page

Procedures

ELMS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

View the Message Subscription Results

The Message Subscription Results automatically appears.





Help Reference Guide

Message Subscriptions

+ Add

⚙ Grid Options ▾

		Msg Type ▾	Name ▾	Msg Dlvry Method ▾
✎ Edit	✕ Delete	Individual Issue	GROCE, BRIDGET P.	Email
✎ Edit	✕ Delete	Receiving	GROCE, BRIDGET P.	Email
✎ Edit	✕ Delete	Disposition	GROCE, BRIDGET P.	Email

⏪

⏴

1

⏵

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⏴

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50 ▾

items per page

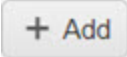
1 - 3 of 3 items





Add a Message Subscription

Navigation

MASTER DATA MGMT > Messaging >  > Add Message Subscriptions pop-up window

Procedures

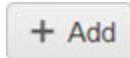
ELMS Navigation Helpful Tips

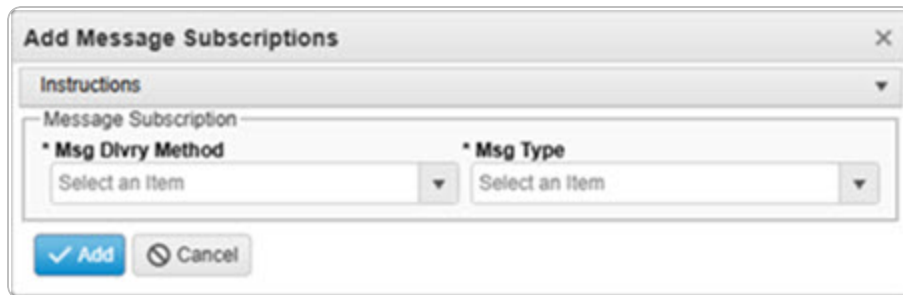


Click the following link to display Warehouse Navigation Tips.

Add a Message Subscriptions

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.



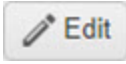
2. Use  to select the Msg Divry Method.
3. Use  to select the Msg Type.
4. Select . The new Message Subscription is saved, and appears at the top of the Message Subscriptions results grid in green.





Update a Message Subscriptions

Navigation

MASTER DATA MGMT > Messaging >  (desired record) >  > Update Message Subscriptions pop-up window

Procedures

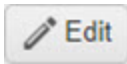
ELMS Navigation Helpful Tips

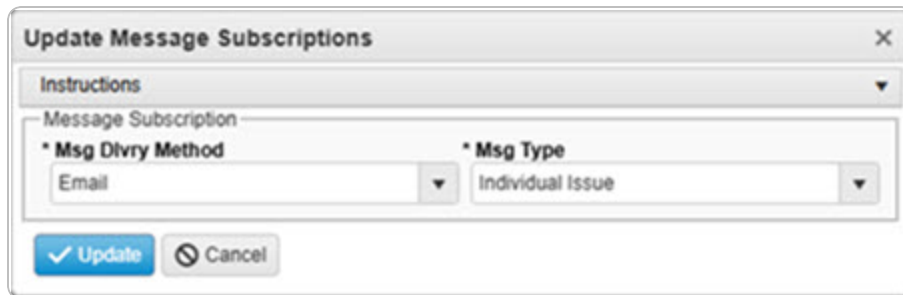


Click the following link to display Warehouse Navigation Tips.

Update a Message Subscription

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.



2. Update the Msg Dlvry Method, using  to select the desired method.
3. Update the Msg Type, using  to select the desired type.
4. Select . The revised message subscription is saved, and appears in the Message Subscriptions results grid in green.





Delete a Message Subscription

Navigation

MASTER DATA MGMT > Messaging > ☐ (desired record) > > Delete Message Subscriptions pop-up window

Procedures

ELMS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Message Subscription

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select next to the desired entry. The **Confirm Delete (Delete Message Subscriptions)** pop-up window appears.



2. Select . The message subscription is removed.

