



# 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




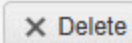


MASTER DATA MGMT > Messaging > My Message Subscriptions page


## Procedures

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.

Message Subscriptions		+ Add		Grid Options ▼	
		Msg Type ▼	Name ▼	Msg Dlvry Method ▼	
		Individual Issue	GROCE, BRIDGET P.	Email	
		Receiving	GROCE, BRIDGET P.	Email	
		Disposition	GROCE, BRIDGET P.	Email	


 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

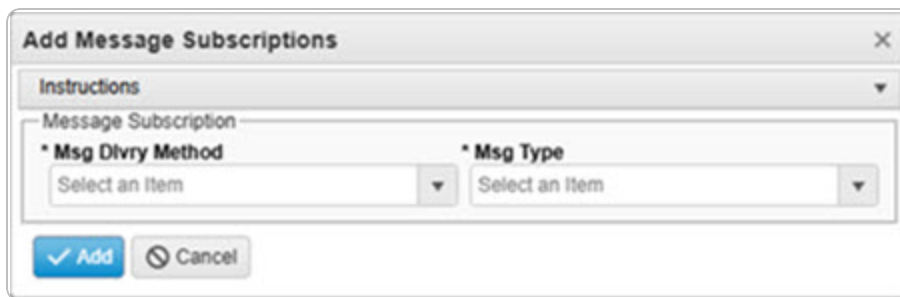





Click the following link to display Warehouse Navigation Tips.

### 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.



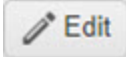
2. Use  to select the Msg Divrvy Method.
3. Use  to select the Msg Type.
4. Select . The new Message Subscription is saved, and appears at the top of the Message Subscriptions results grid in green.





## Update a Message Subscriptions

### Navigation

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


### Procedures


#### ELMS Navigation Helpful Tips

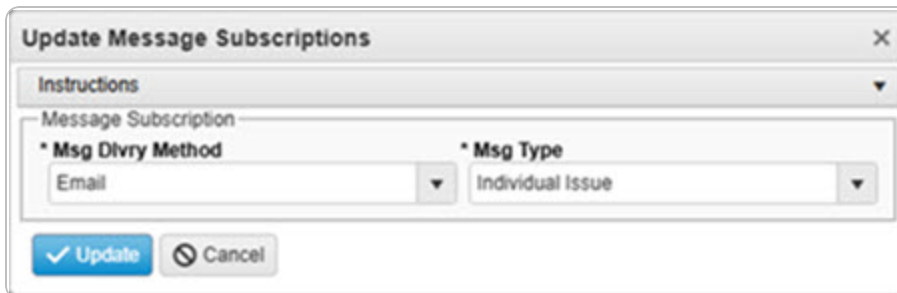





Click the following link to display Warehouse Navigation Tips.

### 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 Divrvy 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

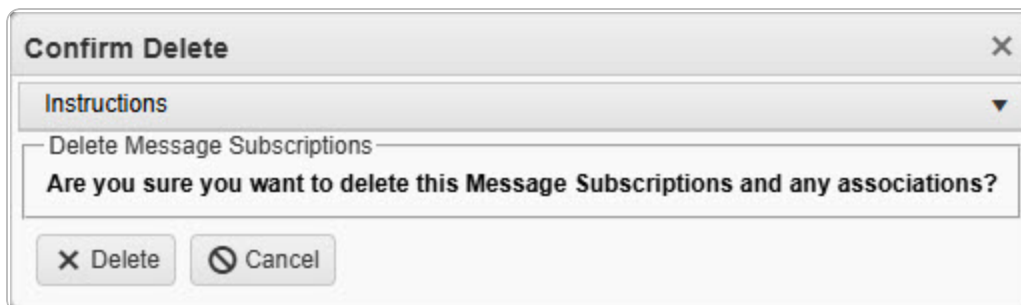


Click the following link to display Warehouse Navigation Tips.

#### 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.*

