



## **My Message Subscriptions**

## **Adding a Message Subscription**

1. In the DPAS Warehouse Management module, navigate to My Message Subscriptions from the Master Data Mgmt > Messaging menu path - The Results Grid displays current Message Subscriptions.

Messages are sent when a subscription is established for a process in DPAS. By subscribing to one or more message types, messages are triggered when actions are taken in the specified process.

- Select the Add button The Add Message Subscriptions pop-up displays.
- 3. Choose a message delivery method from the Msg Dlvy Method drop-down list.
- 4. Select a message type from the Msg Type drop-down list. (This is the process which will trigger the message.)
- 5. Select the Add button The new subscription displays highlighted at the top of the Results Grid.

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**DPAS Call Center** 844-843-37

DPAS Website http://dpassupport.golearnportal.org



**DPAS Quick Reference Guide** 



## **Updating a Message Subscription**

- In the DPAS Warehouse Management module, navigate to My Message Subscriptions from the Master Data Mgmt > Messaging menu path - The Results Grid displays current Message Subscriptions.
- 2. Select the Edit button The Update Message Subscriptions pop-up displays.
- Choose a new message delivery method from the Msg Dlvy Method drop-down if needed.
- Select a new message type from the Msg Type drop-down list if needed.
- Select the Update button

   The revised Message
   Subscription displays
   highlighted at the top
   of the Results Grid.

Update Message Subscriptions				
Instructions		v		
Message Subscription * Msg Divry Method	* Msg Type			
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## **Deleting a Message Subscription**

- In the DPAS Warehouse Management module, navigate to My Message Subscriptions from the Master Data Mgmt > Messaging menu path - The Results Grid displays current Message Subscriptions.
- 2. Select the **Delete** button The **Confirm Delete** pop-up displays.
- Select the **Delete** button
   The Message Subscription is

removed from the Results Grid.

Confirm Delete				
Instructions			¥	
Delete Message S Are you sure you × Delete	ubscriptions vant to delete this ) Cancel	Message Subscriptions?		



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