How to Turn On User Default Order Notifications:

1: Login to OSiIS

2. Once logged in on the top right of your screen you will see your name:

3. Click on the down arrow next to your name and then click User Defaults
4. Scroll to the very bottom of the page where you should see this list of notification:

**Notifications** - Click on the checkboxes below to turn on/off email notifications.

- Address / Name Change Request Completed
- Address / Name Change Request Decision Alert
- Address / Name Change Request For Approval Action
- Case Note Added Alert
- Case Status Changed Alert
- Case Team Member Added Alert
- Clinic Change Request Canceled
- Clinic Change Request Effective Date Changed
- Clinic Contact Information Modified Alert
- Clinic Delivery Hours Changed Alert
- Complaint Added To Case Alert
- Enrollment Expiration Alert
- Multiple Z3 or Z4 Contacts Alert
- Order Approved Alert
- Order Pending Shipment Alert
- Order Rejected Alert
- Order Submitted For Approval Action
- Return Approved Alert
- Return Rejected Alert
- Return Submitted For Approval Action
- Staff Change Request Decision Alert
- Staff Change Request For Approval Action
- Staff Import Request Decision Alert
- Staff Import Request For Approval Action
- Storage Unit Status Alert
- Storage Unit Status Approval Action
5. Make sure the below 4 are checked:

- Order Approved Alert
- Order Pending Shipment Alert
- Order Rejected Alert
- Order Submitted For Approval Action

6. Once you have checked those click the green ‘Update’ button.

7. Once this is complete you will start seeing your notifications coming through under the bell icon:

8. Click on that and it will show you all your shipment/order notifications.