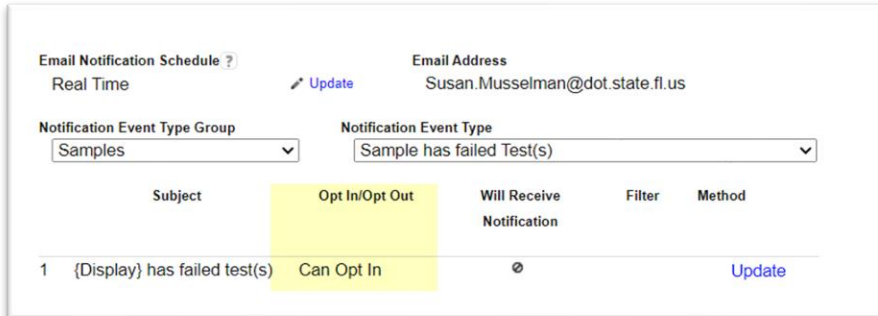


Failing Test Notification Subscription

- Select the User Profile Menu Option
- Select the My Notifications Menu Option
- Select Samples
- Select Sample has failed Test(s)



	Subject	Opt In/Opt Out	Will Receive Notification	Filter	Method
1	{Display} has failed test(s)	Can Opt In	☐		Update

You should see that you Can Opt In. If it does not say this, you will not be able to subscribe. Contact a system administrator.

- Select the Update option.
- On the Update dialog box, select Opt In from the Opt In/Opt Out dropdown.
- Select the Send Type
 - Both email and dashboard – will send you an email and list on your MAC dashboard
 - Email only – will only send you an email
 - Dashboard only – will only list on your dashboard
- Select the Filters indicator to see the filter fields. These apply to all subscribers. No subscriber will use them all. The best filters for ERS are:
 - Projects – select all the projects you are currently working on
 - As you get assigned to new projects, update this field to include them
 - You don't need to delete projects that are complete, but you can
 - Sample Categories – select project
 - Sample Levels – select all you are interested in, however, if you are assigned as VT and you select QC, you will not be able to see the sample information until it is finalized.
 - Materials – select ERS Materials
 - 120, 145, 160, 200, 548
 - You will receive lab failing tests as well as ERS tests since there currently is no filter for “field” or “lab” tests, just at the material level.