

VNDLY Training

Edit Notification Preferences

Role: Supplier

This quick reference guide will provide the steps necessary to adjust your notification settings in Workday VNDLY. Notifications to email can be turned on or off depending on preference.

Change Your Profile Preferences

- a. Select **Notification Preferences** in the pull-down menu located under your profile icon in the upper right-hand panel.
- b. Use the category filters to narrow down the categories of interest.
- c. Recommended notifications to mark as flagged:
 - i. Timesheets
 - ii. Expenses
 - iii. Checklist Actions
 - iv. Checklist Rejections
 - v. Invoice Rejections
 - vi. Job Applications
 - vii. Work Order Revisions
 - viii. Interview Requests
 - ix. Interviews Declined
- d. Clear checkboxes to stop receiving notifications in Workday VNDLY Application and or via email.
- e. Select the **Reset** button to reset to default settings (all boxes checked).
- f. Once revisions have been made, navigate out of Notification Preferences. Preferences will be saved automatically.