

# E-mail notifications

E-mail notifications are used to alert users about new messages in the repository: the number of new contracts, master agreements and daily reports. Notifications are sent to the e-mail specified at sign up. Mailing frequency is every hour. If new messages have been received while the user was working in the Web-client, they will not be e-mailed.

By default, this feature is disabled for all users except the operator. To enable notifications:

1. go to **Settings** **E-mail notifications** tab;

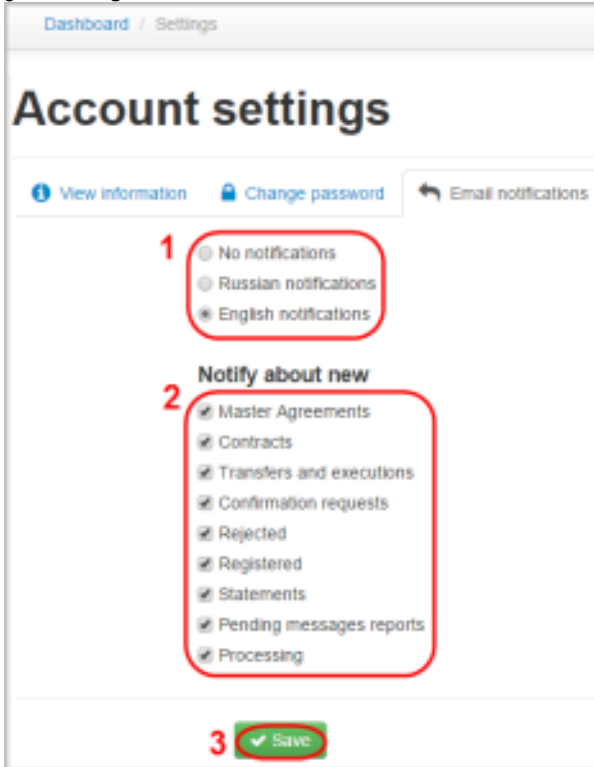


Figure 1 – configuring e-mail notifications

2. select notification language (Fig. 1.1);
3. select the type of notification (Fig. 1.2)
4. click **Save** (Fig. 1.3).