

Product Request Setup

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Rules and notification emails can be set up at a company level by selecting **Setup** at *Inventory / Product Requests* to indicate which change in status of a Product Request will trigger the sending of an email to selected recipients. This will use the company *From* mail host and information set up at *Hub / Setup / Company Preferences*. The *To* list can be set up or modified at any time and those emails on the current Product Request form line will receive an email when those statuses change.

A *Status* must be indicated in order for email notifications to be sent.

The screenshot shows a window titled "Product Request Setup" with a close button (X) in the top right corner. The window is divided into three main sections:

- Statuses Eligible for Email Notifications:** A table with a header row containing a column for an index (value "1") and a column for "<Status>". The status options listed are Complete, In Transit, New, On DT, On Hold, Picked, Procure, and Rejected.
- Valid Domains:** A table with a header row containing a column for "<Domain>". The table is currently empty.
- Email Addresses:** A table with two columns: "Display Name" and "<Email Address>". The table is currently empty.

At the bottom of the window, there are two buttons: "Save" and "Cancel".