**How to Turn on/off eDossier Workflow E-Mail Notifications**

* Go to <https://one.iu.edu/> and search for “Action List” > Select from the drop down “Action List (Kuali Rice)” and click “Start”.
* Click on the  “preferences” button.



* For setting up email notification preferences for P&T cases, go to the option of “Document Type Notifications” and enter **DossierProcessDocument** (all one word) and select your “Notification Preference” (whether to receive emails/notifications Daily, Weekly, Immediate, if you select “**None**” as the drop down option that will stop the automated workflow eDossier notifications for P&T cases), after the “Notification Preference” is selected from the drop down > Click  “add” button to add the preference.
* For setting up email notification preferences for Supplemental Document submission notifications, go to the option of “Document Type Notifications” and enter **SupplementalProcessDocument** (all one word) and select your “Notification Preference” (whether to receive emails/notifications Daily, Weekly, Immediate, if you select “**None**” as the drop down option that will stop the automated workflow eDossier notifications for Supplemental Document submission notifications), after the “Notification Preference” is selected from the drop down > Click  “add” button to add the preference.



* Next make sure to click the “**save**” button at the bottom of the page to save your preferences.