**Changing Your Notification Preferences**

Each user can customize various in-application functions by changing their Notification Preferences. As we become more familiar with FREDmart, users may change their preferences, to reduce the amount of emails they receive from FREDmart. To change your preferences, in View My Profile on the left then select Notification Preferences. Each user’s Notification Preference choices will vary depending on their FREDmart “role(s).” Select the notification category you would like to change, either Administration & Integration; Shopping, Carts & Requisitions; or Purchase Orders – Make sure you click EDIT SELECTION on the upper right had side.

Click OVERRIDE on any in-application functions you would like to customize. Using the dropdown arrow to the right of OVERRIDE, select the type of notification you would like to receive.

