Email Preferences
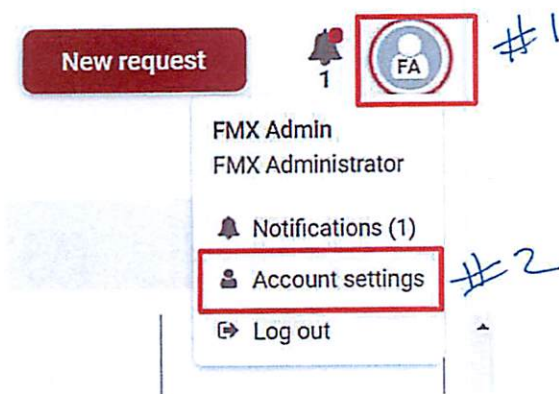
‹ Using FMX

Email preferences determine what types of notification you'll receive from FMX. These notifications go to the email address associated with your FMX user account.

1. Your email preferences can be adjusted at any time and are listed under your personal settings, which you can access by clicking on the profile photo with your initials on the top right corner of your screen. Select Account settings

2. Once you click the photo, scroll down until you see "Email Preferences"

The available email subscriptions vary depending on the module and the user's user type permissions. These permissions can be updated by an administrator.

You can also choose to not select anything from the drop down options, which will automatically default to **Don't email me.**

Email Preferences

🚚 All Equipment

Email me when an item...

Don't email me

Notifications can also be more specific when a particular **request type** or **custom field** on a request form is submitted:

↺ My Field Requests

Email me when a request...

| Is approved ▾ | Is assigned to me ▾ | Has an estimate accepted or declined ▾ | Is created by me ▾ | | ▾ | ✖ |

| ...and filter on these | types ⁝ | Athletics - Away ▾ | | ▾ | + | ✖ |

+ [Add Notification]

You also have the option to receive recurring PDF reports if you would like.

☾ Reports

Send me these reports on a recurring basis...

Don't send me reports

Comprehensive Operations

🔔 Daily Field Request Summary

Daily Maintenance

Daily Trip Requests

Monthly Planned Maintenance

My Monthly Planned Maintenance

My Yearly Planned Maintenance

Weekly Field Requests

Yearly Planned Maintenance

Lastly, you can decide when you would like to receive these notifications:

🔔 Recurring & Reminder Emails

Preferred notification time   12:00am (Default)

Preferred notification time – If you prefer to receive all of your reports at specified time of the day, you may indicate that time here.

The default time is 12:00 am.

4. After you have made your changes, make sure to scroll to the bottom and click "Save."

Email Preferences

📦 **All Equipment**
   + [Add Notification]

↻ **My Field Requests**
   Email me when a request...

   | Is approved × || Is assigned to me × || Has an estimate accepted or declined × || Is created by me × |

   + [Add Filter] + [Add Notification]

↻ **All Field Requests**
   Email me when a request...

   | Has an estimate accepted or declined × || Is approved × |

   + [Add Filter] + [Add Notification]

🐝 **My Inventory**
   Email me when an item...

3. Within this section, you will see that your email preferences are broken down into the different modules within your FMX site. These can consist of **Inventory, Maintenance Requests, Planned Maintenance, Schedule Requests, etc.**

Within each section, you can decide which notifications you'd like to subscribe to; making it more personalized to your preferences.

The options you have to choose from will vary depending on the module and your user type's permissions.

📦 **All Equipment**

Email me when an item...

Don't email me

Is assigned to me

↻ **My Field Requests**

Email me when a request...

| Is approved × || Is assigned to me × || Has an ◌

Estimate is updated

Has an estimate that needs accepted

Is canceled

Is created on my behalf

Is created with me as a follower

Is declined

Is deleted or undeleted

Is pending resource

Is responded to

Email me when a request...

> Is assigned to me | ×   ▼

×

+ [Add Filter]

Or email me when a request...

> Is created | ×   ▼

×

...and filter on these (types):

> ArbiterSports Event | ×   ▼

+ [Add Notification]

🚚 My Transportation Requests   # 3

+ [Add Notification]

🚚 All Transportation Requests   # 4

+ [Add Notification]

👥 All Users

Email me when a user...

> Is created | ×   ▼

×

...and filter on these fields :

> Liability Insurance | ×   ▼

Or email me when a user...

> Is created | ×   ▼

×

...and filter on these fields :

> Please upload your 501c documentation | ×   ▼

+ [Add Notification]

🔔 100+   FA

[🔨 Administer]   📑 Logs   ⋮ More

<div style="border:1px solid red; display:inline-block;">🚚 **My Transportation Requests**</div>   #3

Email me when a request...

| Is approved ✕ | ▲ | ✕ |

Is canceled
Is created by me
Is created on my behalf
🚚 Is created with me as a follower
Is declined
Is deleted or undeleted
Is finalized
Is responded to
Is updated

✕   ●

🔔 **Recurring & Reminder Emails**

Preferred notification
time
| 12:00am (Default) |

◐ Reports

Send me these reports on a recurring basis...

Don't send me reports ▾

⌂ Recurring & Reminder Emails

Preferred notification
time

12:00am (Default)

\#5

Save   Back