HOW TO RECEIVE E-MAIL NOTIFICATIONS WHEN A REQUISITION IS SENT TO YOU

If you would like to receive notification of a requisition that has been sent to you without logging into C-Request to check every so often, you can have C-Request send you a notification e-mail.

Log into C-Request and go to “My Profile”.

Once on the Verify User Screen please enter your C-Request password into the password box.
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This will bring you to the “My Profile” screen. Please view “E-Mail Address” make sure that your e-mail address is entered here correctly.

Under “PREFERENCES” you will see the option for “Send E-Mail when items are routed to inbox:” By checking this box it will allow you to have e-mail sent to the e-mail address that you have selected.

After these changes have been made please click on “Save”
Now when you receive a requisition in C-Request you will receive an e-mail from Comprizonsuite@ocs.doc.gov informing you that you have a requisition that needs your review and approval.
Forward Notifications

If you are going to be out of the office and you would like to have someone “Review and Approve” the requisitions that are sent to you please follow the steps below.

Log into C-Request and go to “My Profile”.

Once on the Verify User Screen please enter your C-Request password into the password box.
This will bring you to the “My Profile” screen. Under “PREFERENCES” check the box next to “Forward Items Routed to my Inbox” once this box has been selected next to Forward E-Mail to a box will appear. Please click on the “magnifying glass”
This will bring up the search screen so that you can search for the person who you would like to have notified. Once you have located that person click on Select. This will enter the user ID in the Forward E-Mail to: box.

If this user wants to be notified by e-mail of requisitions that are sent to them, please makes sure they follow the steps on page 1-3.