



Setting Up User Notifications within RevCascade Portal

Each user with access to the RevCascade portal can opt in to receiving email notifications when certain events take place within the RevCascade portal.

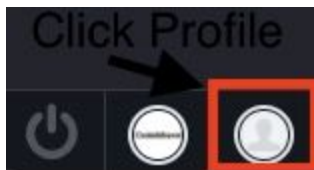
Those events are:

- A new order is received
- A new invoice is received
- An order is canceled
- A RMA has been completed
- Order Memo Created

****Note:** *These notifications need to be setup directly in the RevCascade console on the profile page*

To set up notifications:

1. To access your profile page, click on the profile button on the bottom left-hand corner of any page in the console



2. Click on the Notifications tab at the top of the screen

My Profile

My Profile **Notifications**

Push Notifications
Opt-in to receive email alerts about events that occur on the platform the moment they happen.
If the volume of email you receive from RevCascade becomes too much, please consider switching to the digest format.

- No Push Notifications Enabled -

Edit Notifications

Digest Notifications
Email digests group many similar events together into periodic notifications.

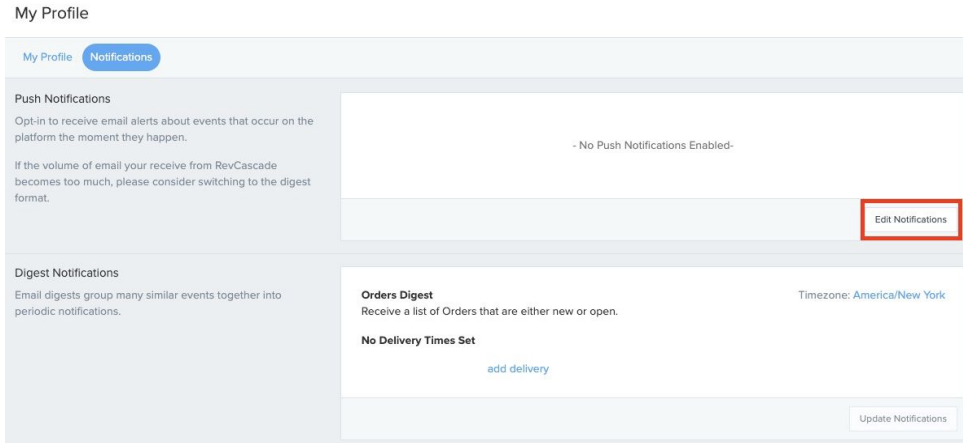
Orders Digest Timezone: America/New York
Receive a list of Orders that are either new or open.

No Delivery Times Set
[add delivery](#)

Update Notifications



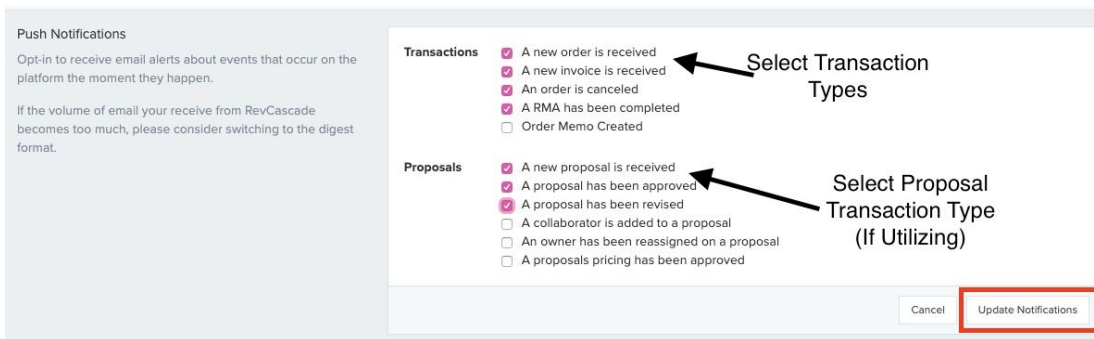
3. Click **Edit Notifications** under the *Push Notifications* Section



4. Select the Transaction Notifications you would like to receive:
New Orders, Invoices, Returns.

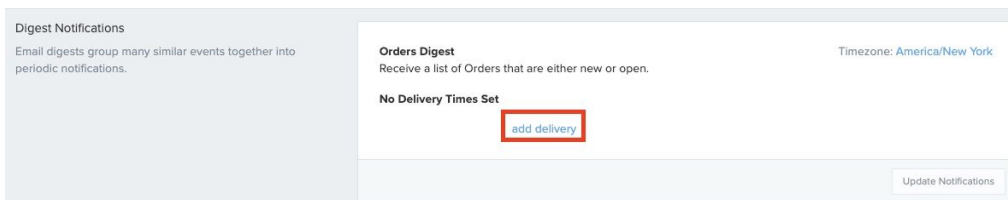
If you and your team are utilizing RevCascades Merchandising Tool for your Retailer Connection, you can also select the notification types pertaining to this Feature

5. Once you have selected *all* of the Notification Types you wish to receive, Click **Update Notifications** to complete



If you are interesting in a *Daily Orders Digest*, you can specify the time(s) you wish to receive within your page as well

6. Click **add delivery** under the *Digest Notifications* Section (*To add multiple Digest Times, Click add delivery again to add another Delivery Time*)





7. Select the Time(s)

Digest Notifications
Email digests group many similar events together into periodic notifications.

Orders Digest Timezone: [America/New York](#)
Receive a list of Orders that are either new or open.

Delivery #1 [remove](#)
[add delivery](#)

[Update Notifications](#)

8. Once you have selected the desired Delivery Time(s), Click **Update Notifications** to complete

Digest Notifications
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Orders Digest Timezone: [America/New York](#)
Receive a list of Orders that are either new or open.

Delivery #1 [remove](#)
[add delivery](#)

[Update Notifications](#)