

BASIC NAVIGATION – PREFERENCES

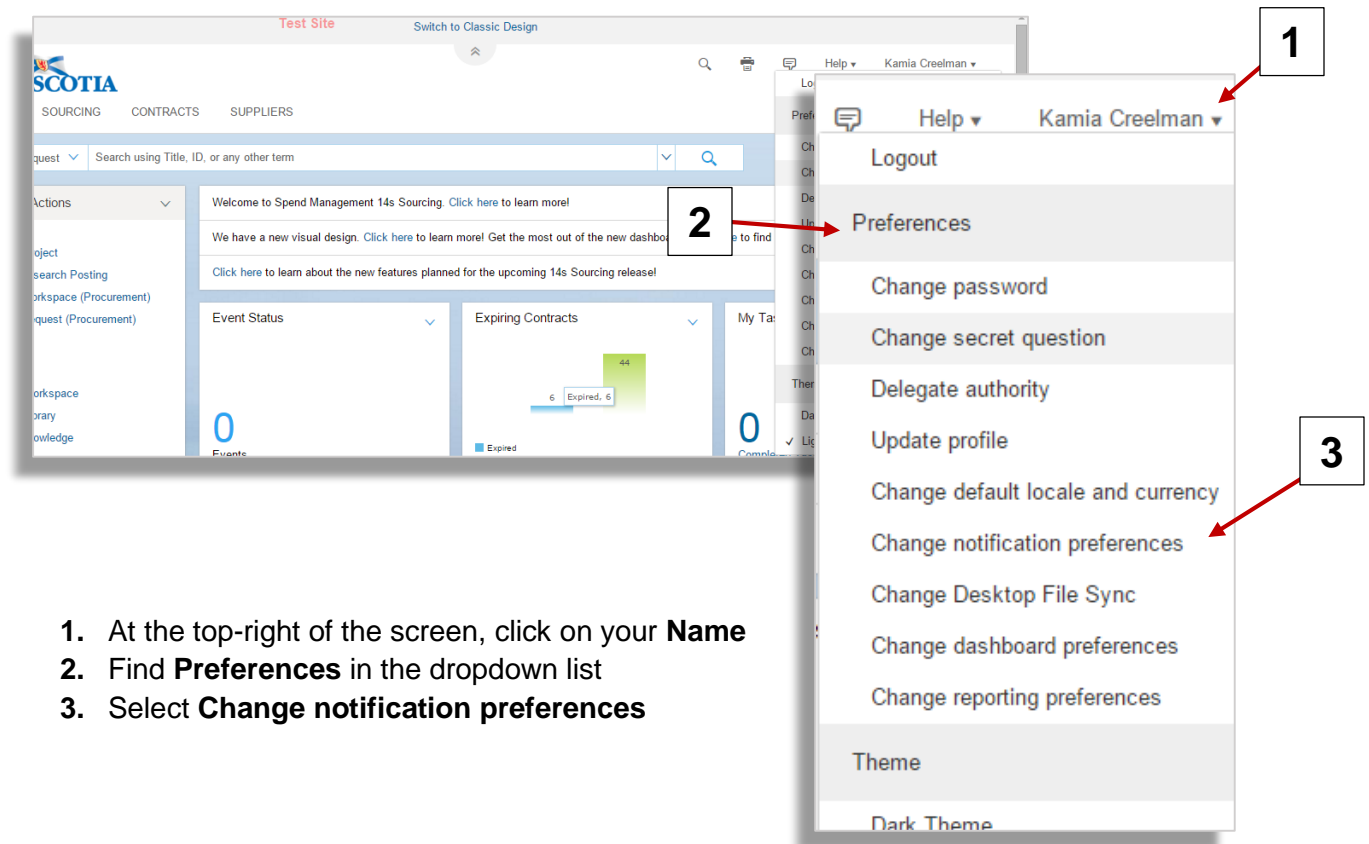
In **Preferences**, you can modify a number of key settings such as email notifications, delegating authority, profile, dashboards, login security, reporting, and more.

This Quick Reference shows you how to change the defaults for email notifications and delegating authority—the two most requested examples.

Change Notification Preferences (EMAIL)

The default for notifications sends an email alert every time your name is referenced in the system, which can quickly overload your inbox.

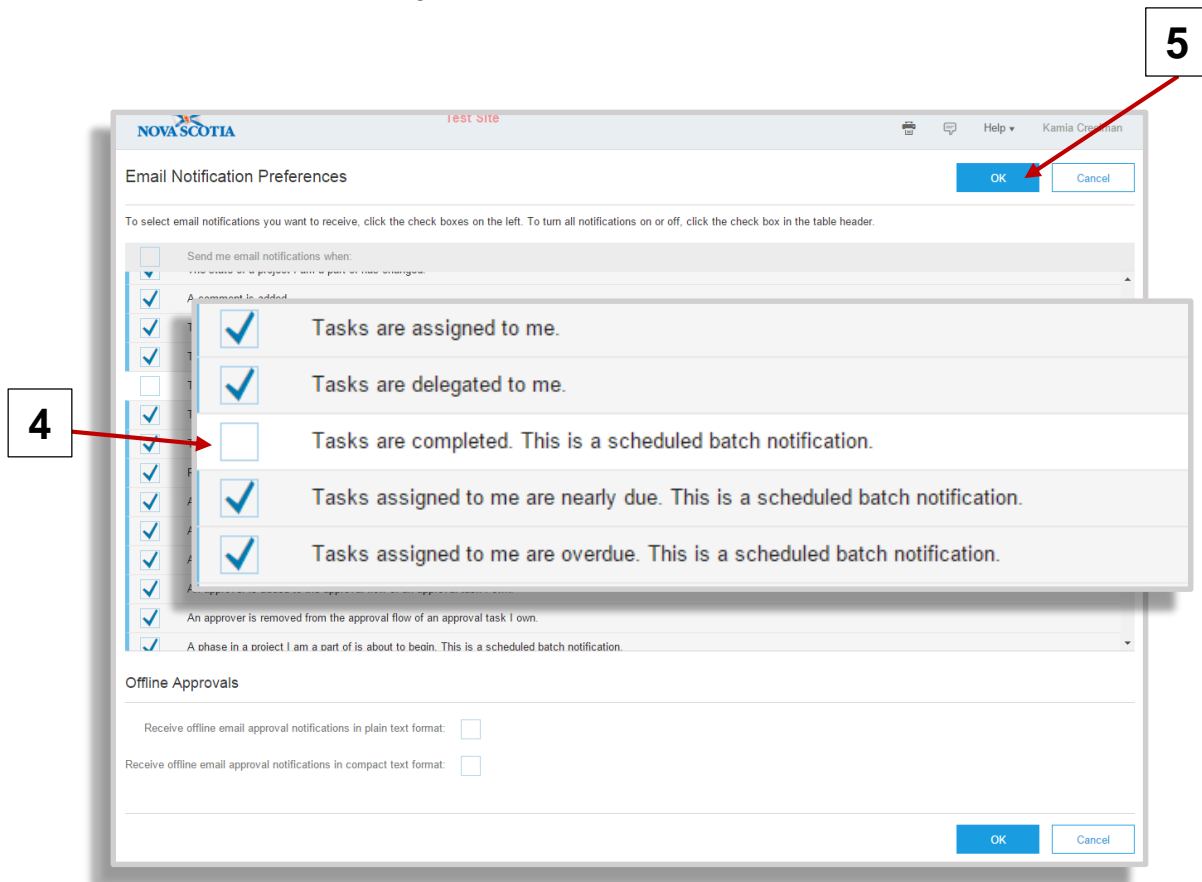
Once you are more comfortable with SAP Ariba and understand the importance of each type of email notification, you may choose to turn off those that do not impact your responsibilities.



The screenshot shows the SAP Ariba user interface. At the top right, the user's name 'Kamia Creelman' is displayed next to a dropdown arrow. A red arrow labeled '1' points to this name. The dropdown menu is open, showing a list of options. 'Preferences' is highlighted in grey, and a red arrow labeled '2' points to it. Within the 'Preferences' menu, 'Change notification preferences' is also highlighted in grey, and a red arrow labeled '3' points to it. The background shows a dashboard with various widgets and a search bar.

1. At the top-right of the screen, click on your **Name**
2. Find **Preferences** in the dropdown list
3. Select **Change notification preferences**

4. **Uncheck** the notifications you wish to turn off¹
5. Click **OK** to save settings²

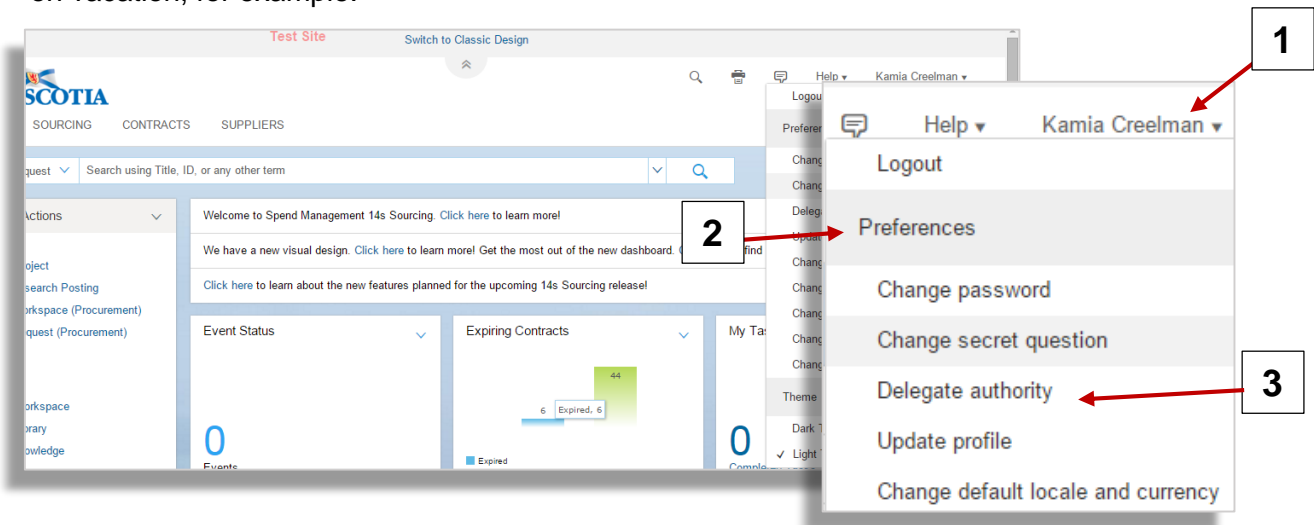


¹ By default, all notification options are initially checked

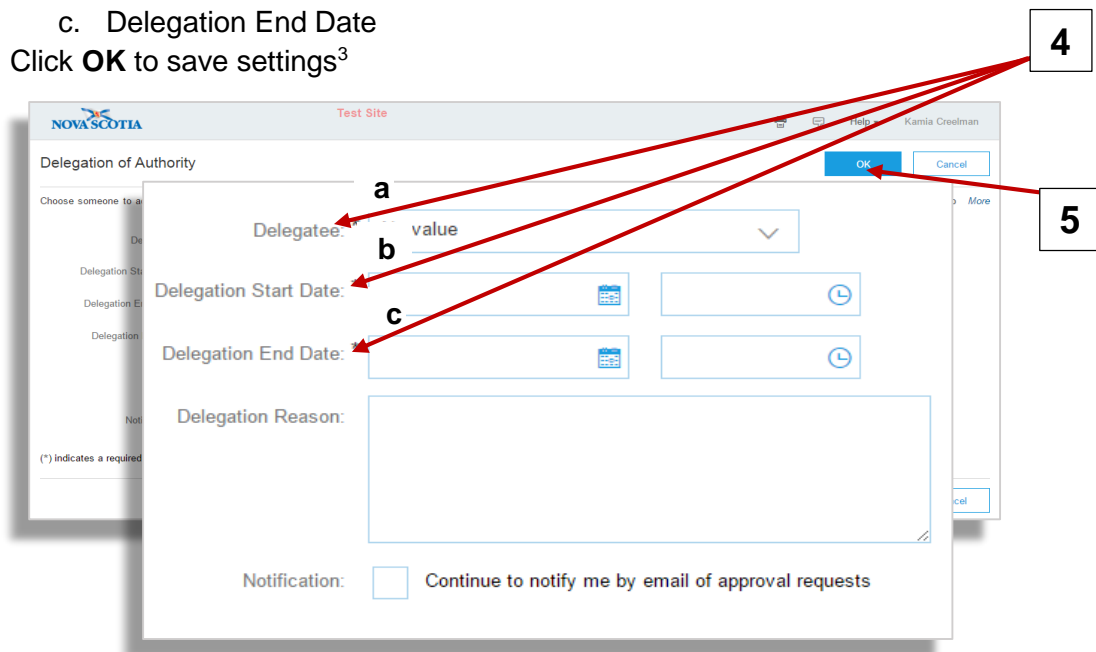
² The above example spotlights the notification that generates the most email alerts. Frequently, this is the first notification users uncheck to avoid being emailed every time individual project members complete their independent tasks

Delegate Authority

Sometimes you'll want to give others access and authority to work on your behalf, if you're off on vacation, for example.



1. At the top-right of the screen, click on your **name**.
2. Find **Preferences** in the dropdown list
3. Select **Delegate authority**
4. Complete **Required*** fields
 - a. Delegatee
 - b. Delegation Start Date
 - c. Delegation End Date
5. Click **OK** to save settings³



³ Authority automatically reverts to you after the Delegation End Date