Receive Notifications when Documents are Added to Transactions

SUMMARY

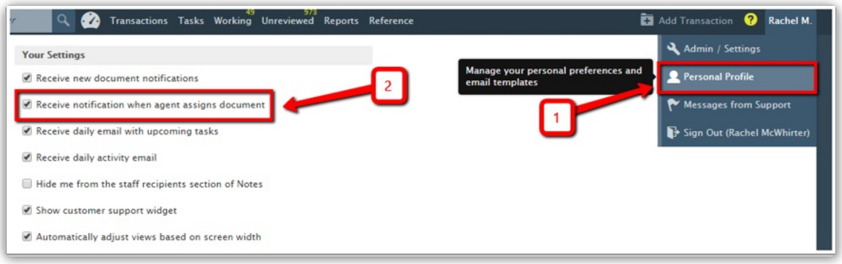
Admins can choose to be notified via email whenever an agent adds a document to a transaction.

IN THIS ARTICLE

Subscribe to Notifications

To subscribe to these notifications:

1. **Go to your** **Personal Profile** by clicking your name in the upper right corner, then [Personal Profile].
2. **Check "Receive notification when agent adds document".**



1. **Click [Save] to complete the process.**

Email Notification Triggers

Whenever an agent adds a doc to a transaction, you'll receive an email notification. When admins add a doc, a notification email will not be sent.

The email notification will be triggered whenever a document is:

- **Uploaded directly into a transaction**
- **Assigned from Unassigned docs to a transaction**
- **Broken apart on a transaction**
- **Merged on a transaction**

This feature is available to master admins and admins with the “View All Transactions” permission. Learn more about Setting User Permissions →