Job Aid: Daily and Weekly Email Digest

User Role(s): all Last Updated: 7/13/2022

The daily and weekly digest email notifications provide a list of GMAS actions taken within a person's portfolio.

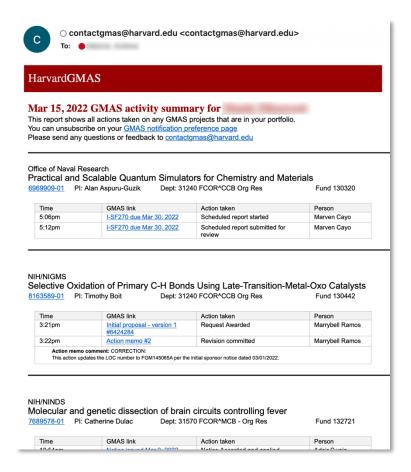
The daily digest summarizes all events within a person's portfolio from the prior day and will send every day at 8AM. The weekly digest summarizes all events within a person's portfolio from the prior week and will send every Monday at 8AM.

What information is included

The digest includes any action taken in GMAS for the following items:

- Requests
- Deliverables
- Subagreements and amendments
- Notices
- Approvals
- Action memo

It includes the time stamp of the action, a direct link to the item, and the user who performed the action.



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How to subscribe or unsubscribe

Subscription to the digests can be managed from the GMAS user preference page:

- Select your name from the global navigation bar at the top of the GMAS homepage, and then select "Notification preferences" from the menu options.
- Select "Notification preferences" from the left navigation menu from your person profile page.

Additional information

- Notification preferences job aid
- How to update a portfolio in GMAS