

e-Marlis Quick Start series: Managing your email notifications

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What is this guide about?

This quick start guide will explain how you, an e-MARIS user, can manage what type of notification emails you want to receive.

The details on how to manage your CPC and users, how to use e-MARIS for reporting, etc. as well as an overview of the e-MARIS Dashboard, are provided in dedicated Quick Start guides.

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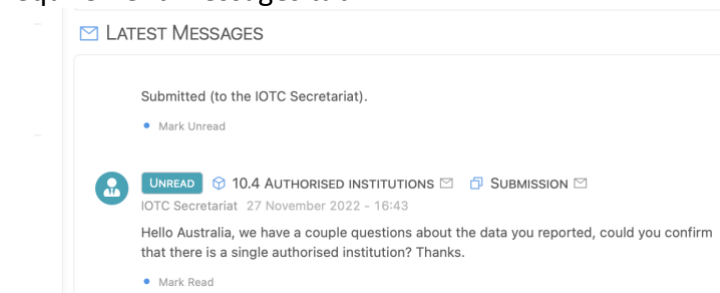
MANAGING YOUR EMAIL NOTIFICATION PREFERENCES 2

e-MARIS notifications

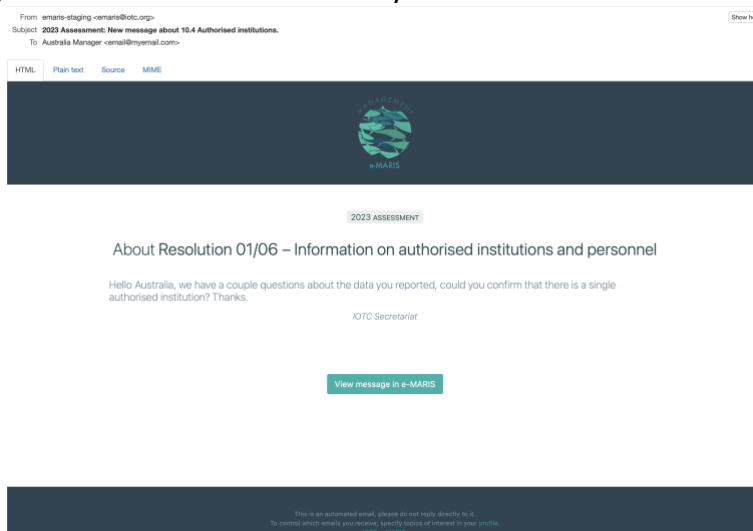
Most events related to reporting requirements in e-MARIS trigger a notification, which give you information about the event. These can be a reminder about a submission deadline, the submission of a requirement by a member of your staff, a message received from the IOTC Secretariat, the assessment of a submission etc.

Notifications are sent in two ways:

- As in-app messages, that appear in your list of messages on the Dashboard Latest Messages section, in the Dashboard's Messages tab as well as in the relevant reporting requirement Messages tab.



- As emails, sent to the address linked to your account.



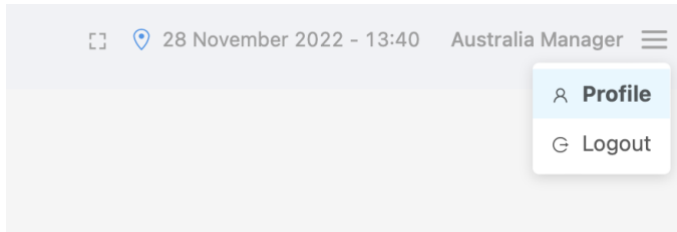
Since there are quite a lot of reporting requirements in each IOTC Compliance assessment campaign, and each can generate multiple notifications, that can mean a large number of emails received from e-MARIS, some on the exact same date and time, when multiple requirements have the same deadline.

In order to avoid email overload, e-MARIS offers you a way to manage the emails you want to receive.

Managing your email notification preferences

STEP 1: Log in to e-MARIS

STEP 2: Open your Profile: click on the User menu in the top right of the screen, then click on the Profile entry.



STEP 3: Click the **Edit** button in your Profile sheet:

[Profile](#)

DETAILS **Australia Manager**
(AUSTRALIA2)
australiamanager@otolithe.com

[Edit](#)

STEP 4: Scroll down to the **Notification Topics** section: by default, this shows that you will receive emails for "All Topics".

Profile

DETAILS **Australia Manager**
(AUSTRALIA2)
australiamanager@otolithe.com
[Edit](#)

PARTY [Australia](#)

I AM [User](#)

I CAN [Manage Tenant Users and their Rights](#)
[Manage Requirement Submissions \(All\)](#)
[Manage Product Submissions \(All\)](#)

LANGUAGE [English](#)

MAIL [Send test e-mail](#)

Edit Profile

[English](#)
Select a language.

Home Location Time Zone
[Australia/Canberra \(AEDT +11:00\)](#)
Select one location.

Preferred time zone
[Use Current Location](#)
Select one zone.

Default Dashboard View
[Summary](#)
Select one option.

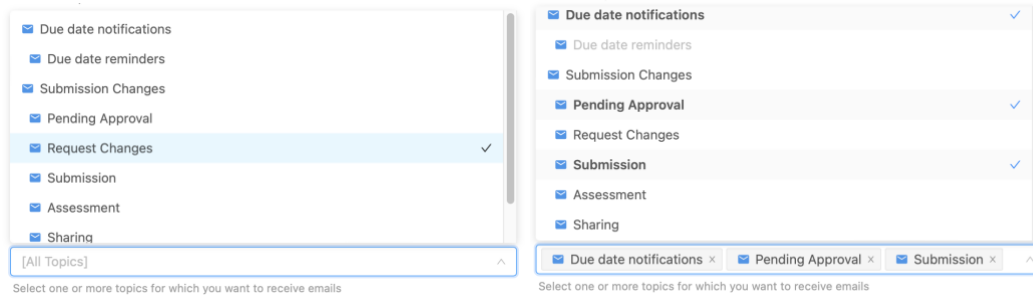
Preferred Calendar View
[List View](#)
Select one option.

Alternative Email

Alternative address.

Email Notification Topics
[\[All Topics\]](#)
Select one or more topics for which you want to receive emails

STEP 5: Click on the menu and select the topics for which you want to receive notification emails:



Note that selecting a Topic Category will automatically select all the Topics below (e.g.: Selecting "Due date notifications" will automatically select "Due Date reminders"). If you do not select anything, you will by default receive all notifications.

Here is a short description of each available Topic:

- **Due Date Notifications:** this is sent when any event date is reached (e.g. deadline for reporting a requirement, or the end of the campaign)
 - **Due Date Reminders:** this is sent before the deadline, to give you advanced notice, on dates decided by the IOTC Secretariat (e.g. 30 days, then 5 days before the deadline).
- **Submission changes:** this is when anything changes about a submission (see below):
 - **Pending Approval:** when a user has requested approval from a manager for a submission (*useful to keep if you are a CPC manager as it informs you of any pending validation you have to do*).
 - **Request Changes:** this is when a manager has not approved a submission and has requested changes.
 - **Submission:** this is when a requirement or report has been submitted.
 - **Assessment:** this is when the IOTC Secretariat has assessed the compliance of a submission.
 - **Sharing:** this is when a report from a CPC has been shared by the IOTC Secretariat with all the other CPCs.
- **All Messages:** this is for messages send by, or received from, CPC users or the IOTC Secretariat.

For example:

- *If your role is to prepare requirement submissions, you could only select "Due Date Reminders, Request Changes and All Messages".*
- *If your role is looking at Compliance by other CPCs in preparation for the CoC meeting, you could only select "Shared".*

STEP 6: Save your changes: click on the "Save" button in the top right of the Edit Profile drawer to make your Email Notification settings affective.