



## How to sign up for email alerts

1. Login to OneFile at <a href="https://login.onefile.co.uk">https://login.onefile.co.uk</a>

2. Click on your name at the top right-hand corner of the screen (see Figure 1.) and then click 'Profile' from the menu that appears. See Figure 2.



## Figure 1.

imes My Account
Set status
<u></u> Profile
Appearance



3. On your profile page select the 'Email Preferences' tab at the top of the page. See Figure 3.

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≡ ¶Onefile	
🧕 Trainees	Home / My Profile
III Reports	My Profile Email Preferences My Activity
Resources	Please update your profile information
	<ul> <li>This page was last updated on 31/10/2018 14:29.</li> <li>Please note emails are now managed on the 'Email Preferences' page</li> <li>Upload new profile picture   Delete profile picture</li> </ul>
	My Details



4. The 'Email Preferences' tab is where you will edit your email alerts.

We recommend all users opting into 'Adhoc alerts'. This will send you an email each time something is assigned for your attention in OneFile. If this is not selected, you will need to log in to OneFile and look at your pending tasks to discover what is assigned to you. To opt in to email alerts, tick the box in the Adhoc alerts section.

There is also the option under the Daily Digest section to be sent email notifications on specific days with a breakdown of content for your attention. (See Figure 4.) The daily digests will only send you a digest when there are new alerts awaiting your attention. They will not contain any alerts already sent to you in previous digests.



Figure 4.

5. Once you have selected the appropriate check boxes you need to click the 'Save' button. Your email alerts are now successfully set up.