

How to sign up for email alerts

1. Login to OneFile at <https://login.onefile.co.uk>
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.

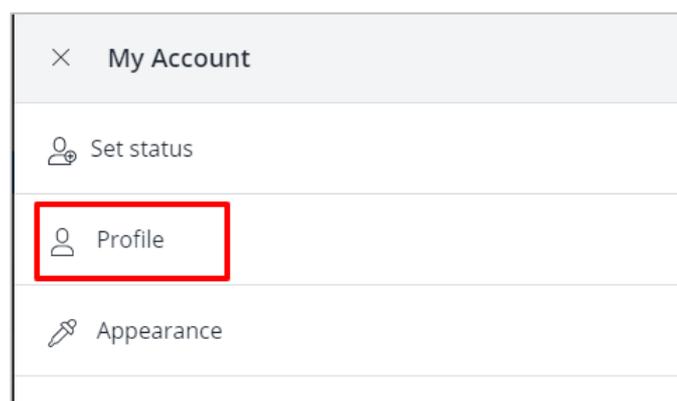


Figure 2.

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

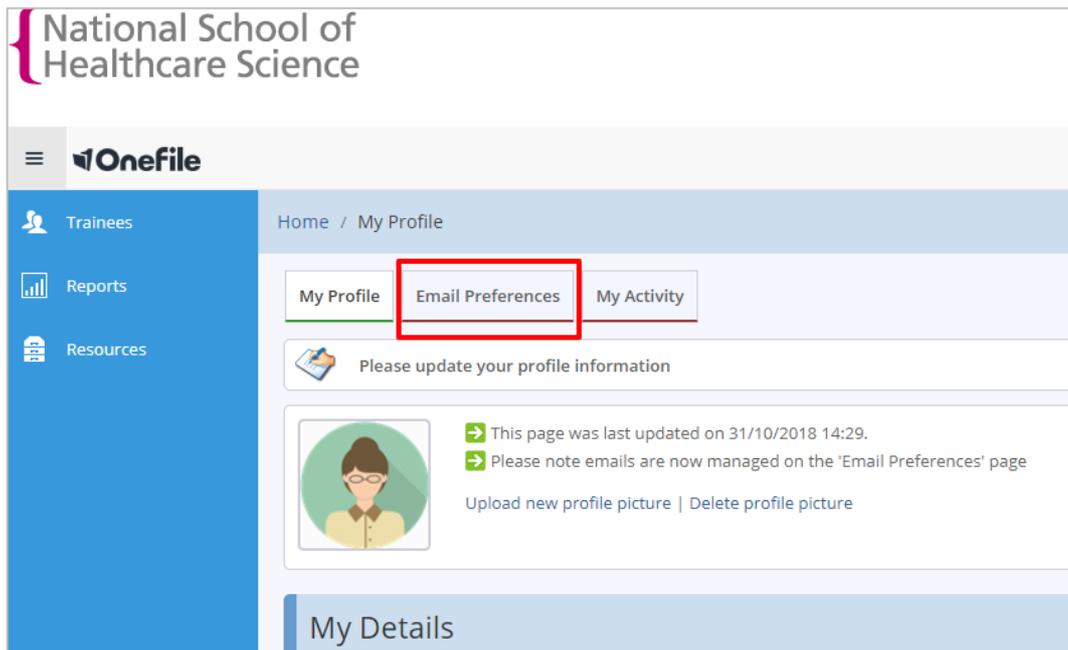


Figure 3.

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.