



Limiting and Assigning Email Notifications in ReposiTrak®

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Logging in to ReposiTrak®

The first step in customizing email notification for your facility in the ReposiTrak® SQF Assessment Database is to log into the database. You can start by following this link to the SQFI Existing Supplier's Page: <http://www.sqfi.com/suppliers/assessment-database/existing-suppliers/>

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Industry Peer Interaction

Existing Suppliers

The information below is for users and companies that have registered with the SQF Assessment Database.

NEW SQF Assessment Database with ReposiTrak®

To login to the new SQF database powered by ReposiTrak®, [click here](#).

To obtain your ReposiTrak® credentials yet, please go to the ReposiTrak® site, [here](#).

Resources

Downloads

- [Re-registration User Guide](#)
- [Editing Company Profile & Company Contacts User Guide](#)
- [Locating & Entering Your Corrective Actions User Guide](#)
- [Completing an Internal Audit User Guide](#)
- [Offline Audit Tool User Guide](#)
- [Assessment Database Questions?](#)

Once there, click the link to log into the ReposiTrak® SQF Assessment Database. You will be presented with the screen below, with several login options. Click the “Suppliers – SQF” option in the bottom left hand box.

Customer Log On

PARK CITY GROUP

- Suppliers
- Retailers
- Vendor Managed Pricing
- Directory

ReposiTrak

- Suppliers
- Wholesalers
- Retailers

SQF INSTITUTE

- Suppliers - SQF
- Suppliers - Ethical Sourcing
- Certification Bodies

Support

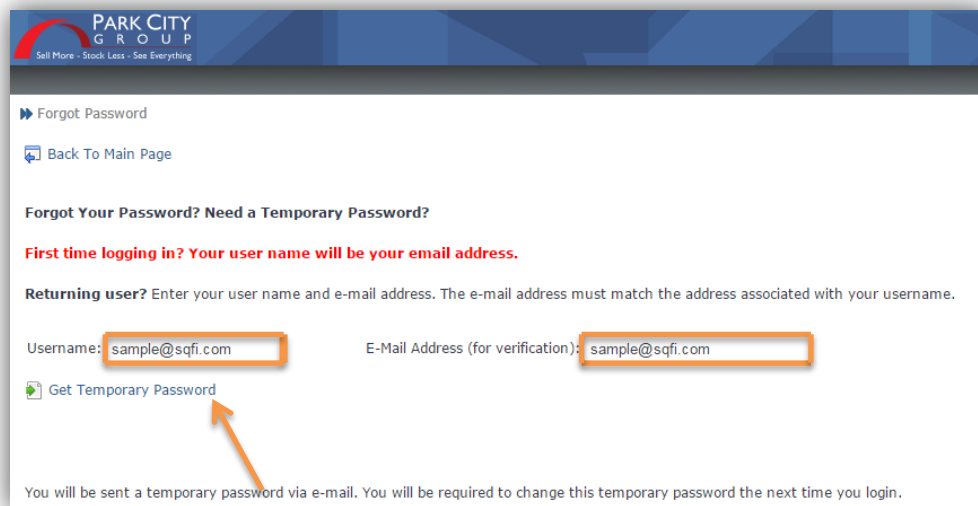
- Need Help?

Then, you will be presented with a log in page prompting you to enter your username and password. Your username will be your email address. If you do not know your password, click the “Forgot Your

Password?” link located on that page. Then enter your email address into both of the fields on the following page and click “Get Temporary Password”.



A screenshot of a login page with a dark blue background. On the left, there is a graphic of two interlocking arrows, one blue and one red. To the right of the graphic are two white input fields labeled 'Username' and 'Password'. Below the fields is a 'Log On' button and a link labeled 'Forgot Your Password?'. An orange arrow points to the 'Forgot Your Password?' link.

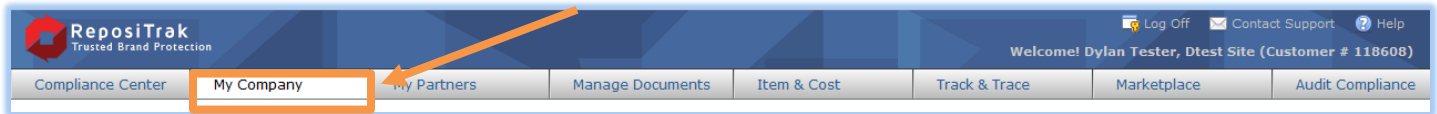


A screenshot of the 'Forgot Password' page. At the top left is the 'PARK CITY GROUP' logo with the tagline 'Sell More - Stock - Less - See Everything'. Below the logo is a 'Back To Main Page' link. The main heading is 'Forgot Your Password? Need a Temporary Password?'. Below this are two instructions: 'First time logging in? Your user name will be your email address.' and 'Returning user? Enter your user name and e-mail address. The e-mail address must match the address associated with your username.' There are two input fields: 'Username: sample@sqfi.com' and 'E-Mail Address (for verification): sample@sqfi.com'. Below the fields is a 'Get Temporary Password' button. An orange arrow points to the 'Get Temporary Password' button. At the bottom, there is a note: 'You will be sent a temporary password via e-mail. You will be required to change this temporary password the next time you login.'

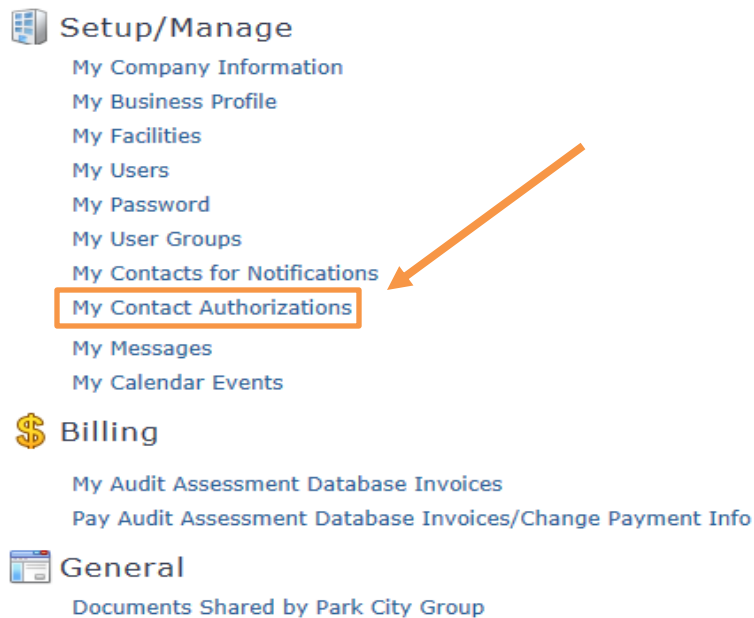
Once this process is complete, you will be emailed a temporary password. Return to the login page via the route described above, and enter your email address and the temporary password into the fields as prompted. You will be then prompted to change your password. Once that is complete, you will enter the ReposiTrak® SQF Assessment Database.

Modifying notifications in ReposiTrak®

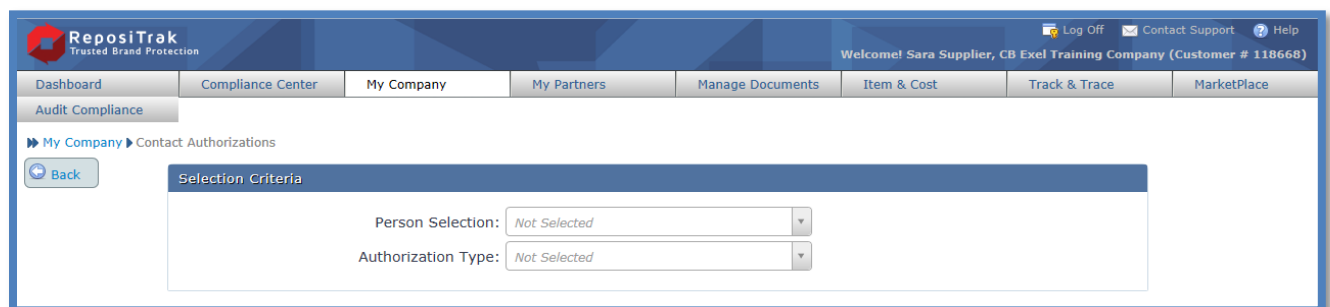
Limiting and customizing email notification is easy in the ReposiTrak® SQF Assessment Database. The first step is to login to the system. Once logged in, click the 'My Company' tab at the top of the screen.



Look for the 'Setup/Manage' section and click the 'My contact Authorizations' link.



Assigning notifications



Using the drop down menu in 'person selection' to select the individual whose notifications you want to customize. In the 'authorization type' drop down menu, select 'facilities'.

Selection Criteria

Person Selection:

Authorization Type:

Authorizations

Facilities	Used For Notifications
000001 - CCC Pilot company 1	<input type="checkbox"/>
000002 - CCC Pilot company 2	<input type="checkbox"/>
2 - CB Excel Training Company	<input type="checkbox"/>
000003 - CCC Pilot company 3	<input type="checkbox"/>
3 - CB Excel Example Company	<input type="checkbox"/>
Payment Test - Payment Test Companyy / as - aSD	<input type="checkbox"/>
Central - Central Site Template / Sub - Sub-site template	<input type="checkbox"/>
10006 - BBB PILOT FACILITY 6	<input type="checkbox"/>
12123 - warehouse testing	<input type="checkbox"/>
14789 - Registration due	<input type="checkbox"/>

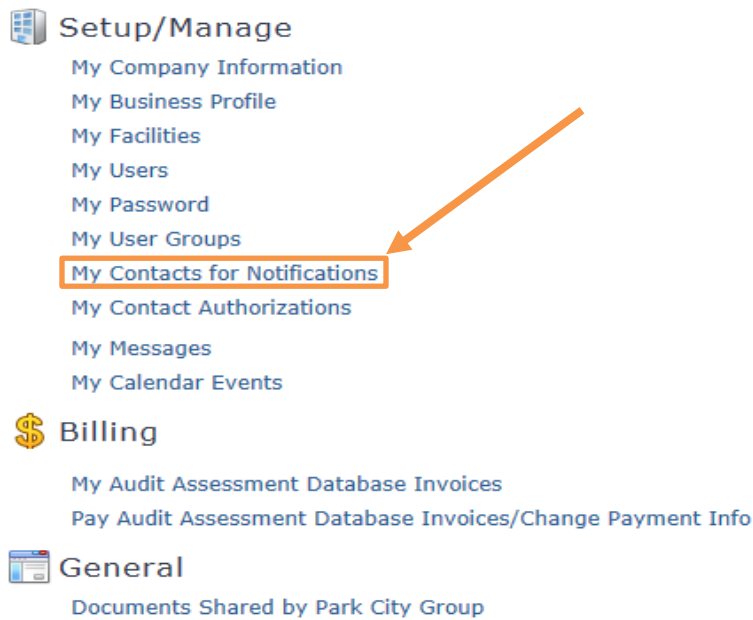
1 of 4 (35)

Click the check box for the facility(s) that person is associated with and save.

This means every email associated with the selected facility(s) will be directed to the selected individual.

Customizing notifications

While using the steps explained above to navigate to the 'Setup/Manage' section, click the 'My contacts for Notifications' link



The image shows a form titled 'Selection Criteria' with two dropdown menus. The first dropdown menu is labeled 'Application:' and has 'Certification Audit' selected. The second dropdown menu is labeled 'Person:' and has 'Please select Person ...' selected.

Using the drop down menu on 'Application', click on certification audit and choose person whose email notification you want to customize.

Check the boxes to indicate how frequently you want email notifications to go out to the selected individual, then click save.

Selection Criteria

Application:

Person:

Notification Types

Notification Type	Immediately	Weekly	Daily
Audit About to Expire in 30 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 60 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 90 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Low Score Audit Surveillance Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Pending Corrective Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Finished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Result Decision Changed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note

- If you do not have **'my contacts for Notifications'** or **'my contact Authorizations'**, this means you do not have the required permissions (authorization). Please send an email to support@repositrak.com asking for these permissions.
- If you want to receive only one email per notification, click on immediately.
- For further enquiry – send an email to info@sqfi.com or call +1 202-220-0635 – USA.
+61 (0) 408-328-674 – Australia.