Limiting and Assigning Email Notifications in ReposiTrak®

Contents
Logging in to ReposiTrak® ............................................................................................................................ 2
Modifying notifications in ReposiTrak® ........................................................................................................ 4
Assigning notifications .................................................................................................................................. 4
Customizing notifications .............................................................................................................................. 6
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/](http://www.sqfi.com/suppliers/assessment-database/existing-suppliers/)

Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted to enter your username and password. In the database, your username will be your email address. If you do not know your password, click the “Reset Password” link located above the password option. Then enter your email address into the field on the following page and click “Submit”.

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Next, click on "Audits for My Standards" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.
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’.
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

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.

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.