



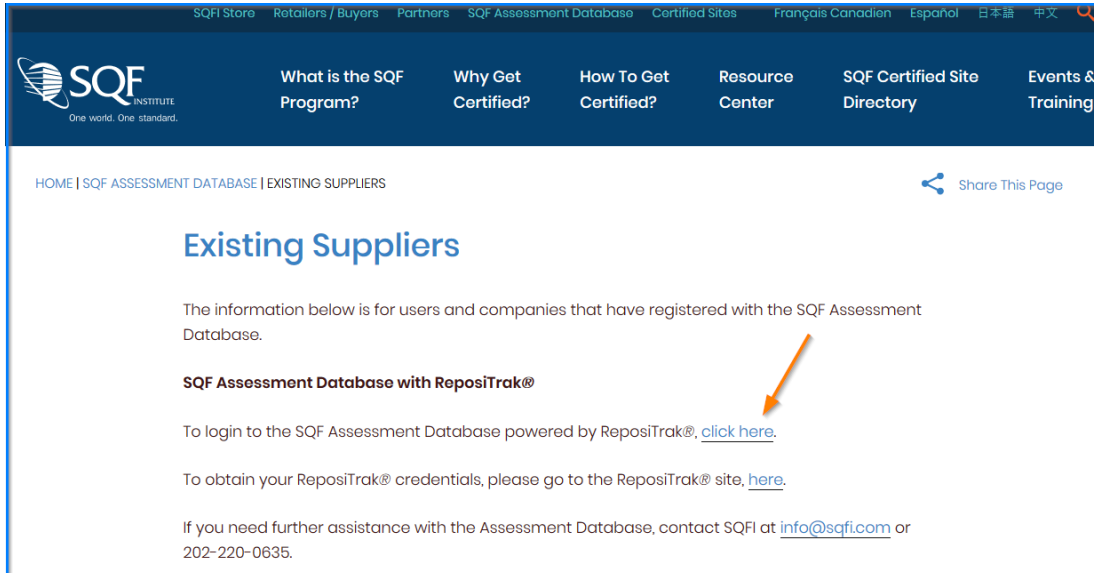
Limiting and Assigning Email Notifications in ReposiTrak®

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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/>



HOME | SQF ASSESSMENT DATABASE | EXISTING SUPPLIERS Share This Page

Existing Suppliers

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

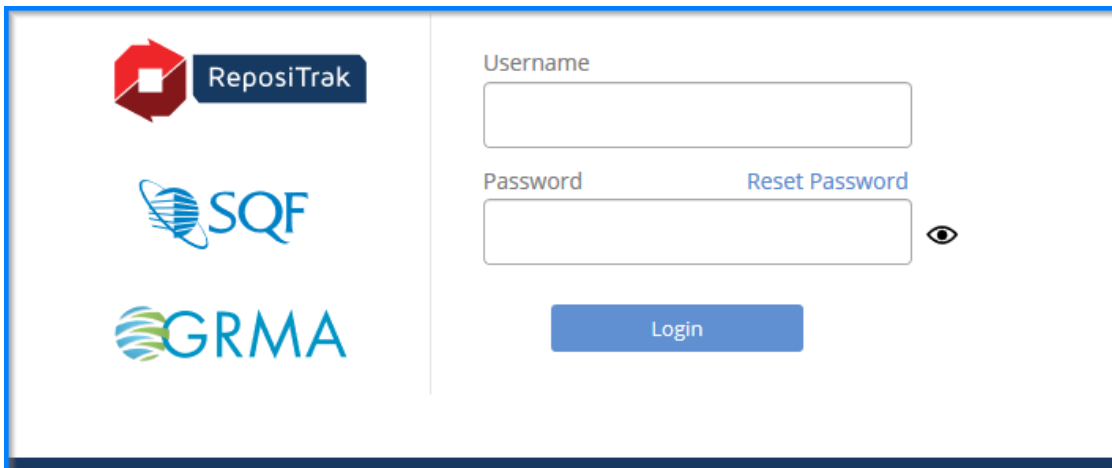
SQF Assessment Database with ReposiTrak®




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

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

If you need further assistance with the Assessment Database, contact SQFI at info@sqfi.com or 202-220-0635.

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”.

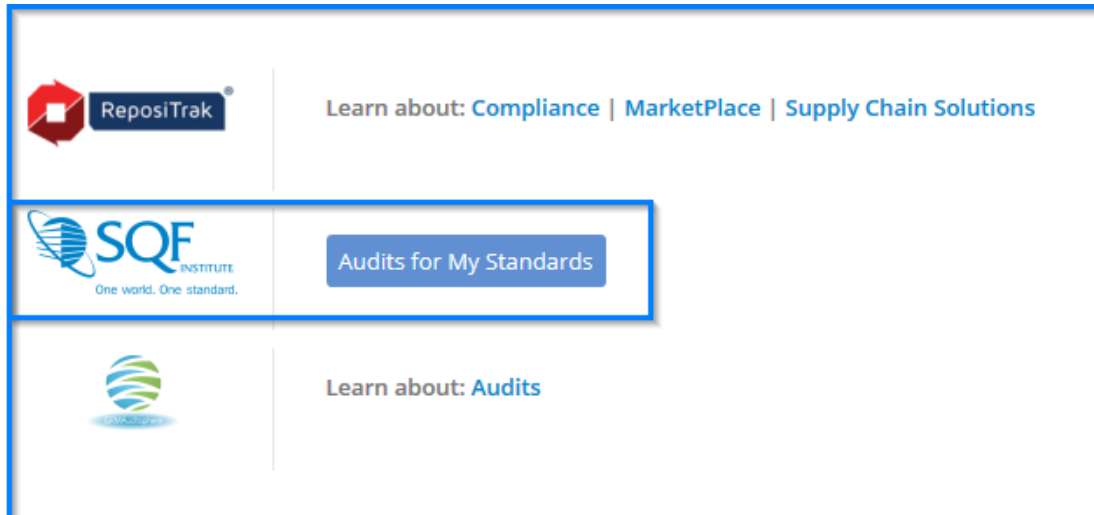


Username

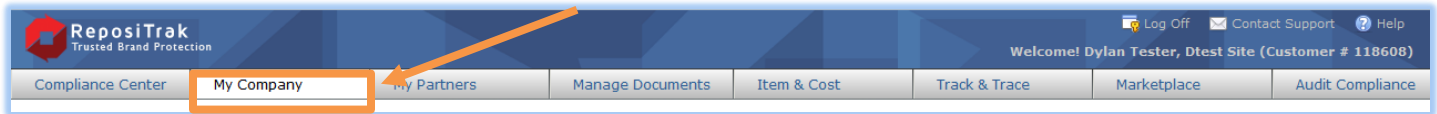
Password [Reset Password](#)

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

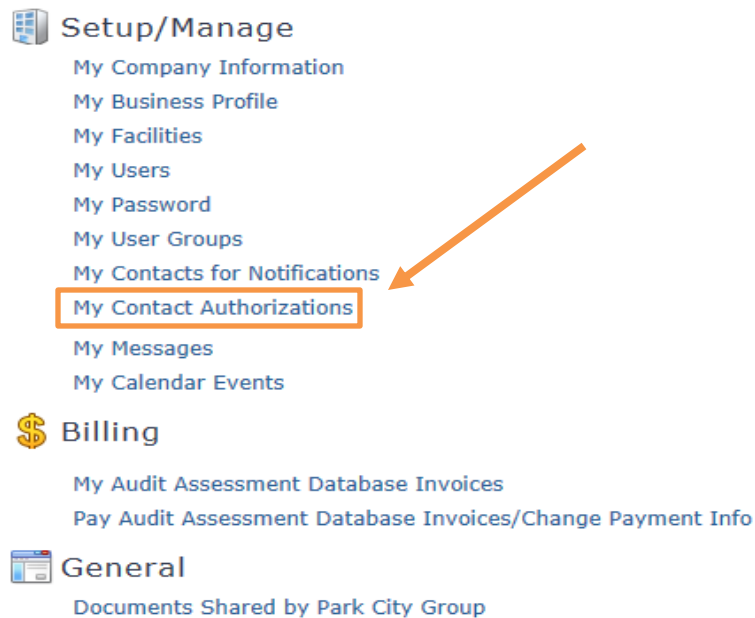


Modifying notifications in ReposiTrak®

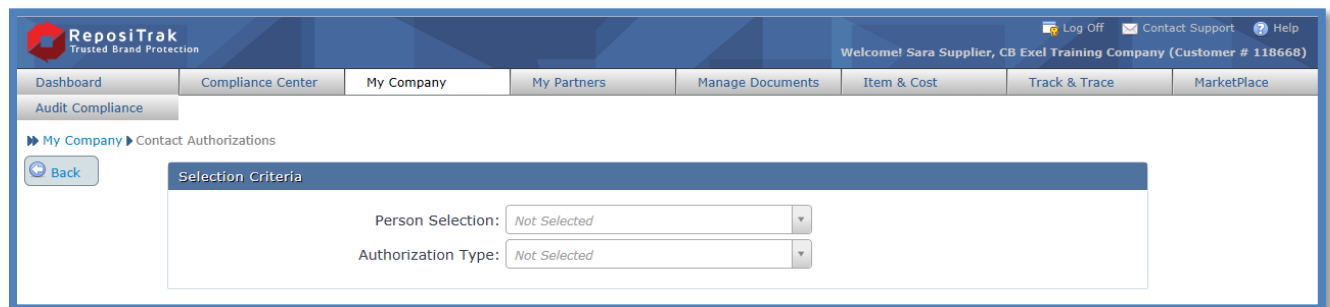
Limiting and customizing email notification is easy in the ReposiTrak® SQF Assessment Database. The first step is to login to the system. Once logged in, click the 'My Company' tab at the top of the screen.



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'.

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"/>

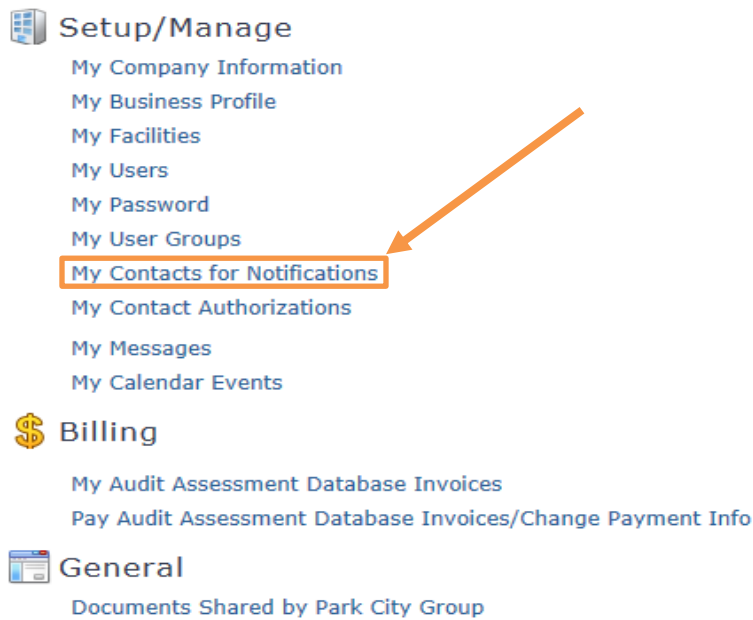
1 of 4 (35)

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.