

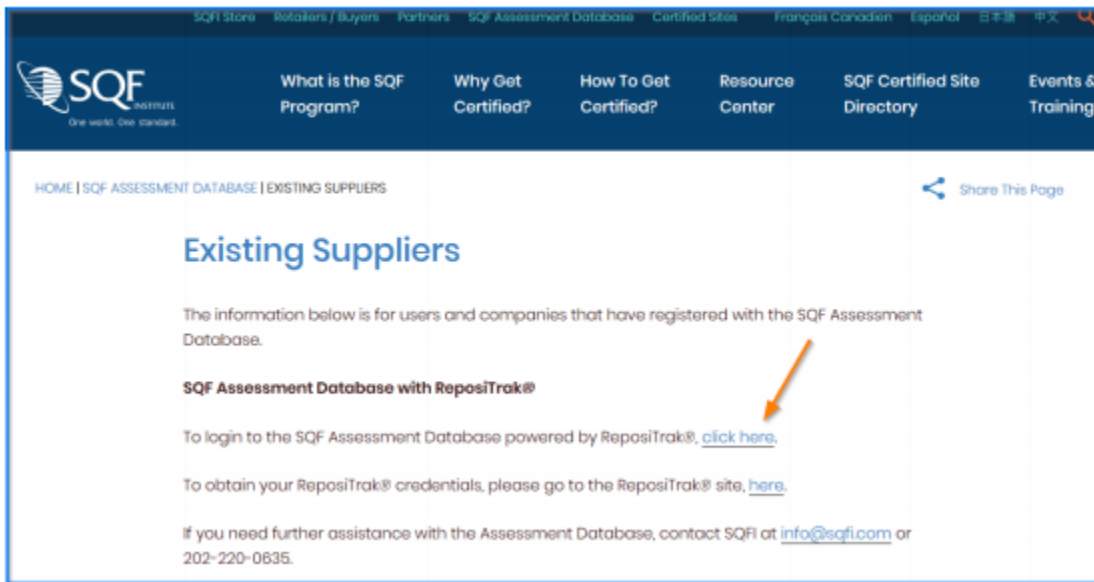
Limiting and Assigning Email Notifications

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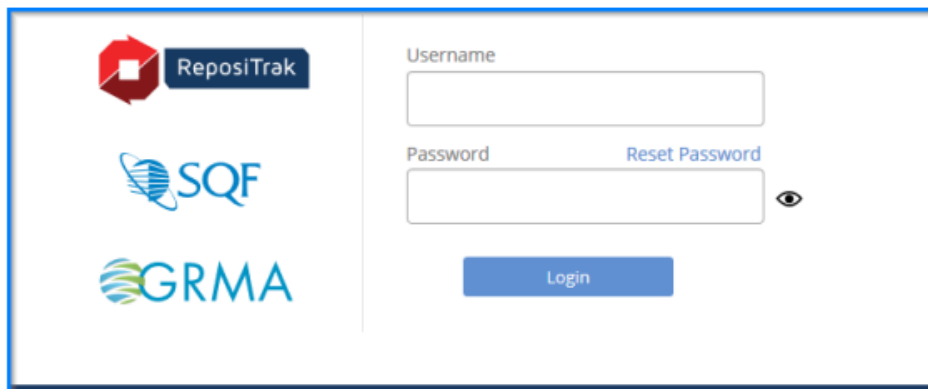
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Logging into ReposiTrak®

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: [Here](#)



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".



ReposiTrak

SQF

GRMA

Username

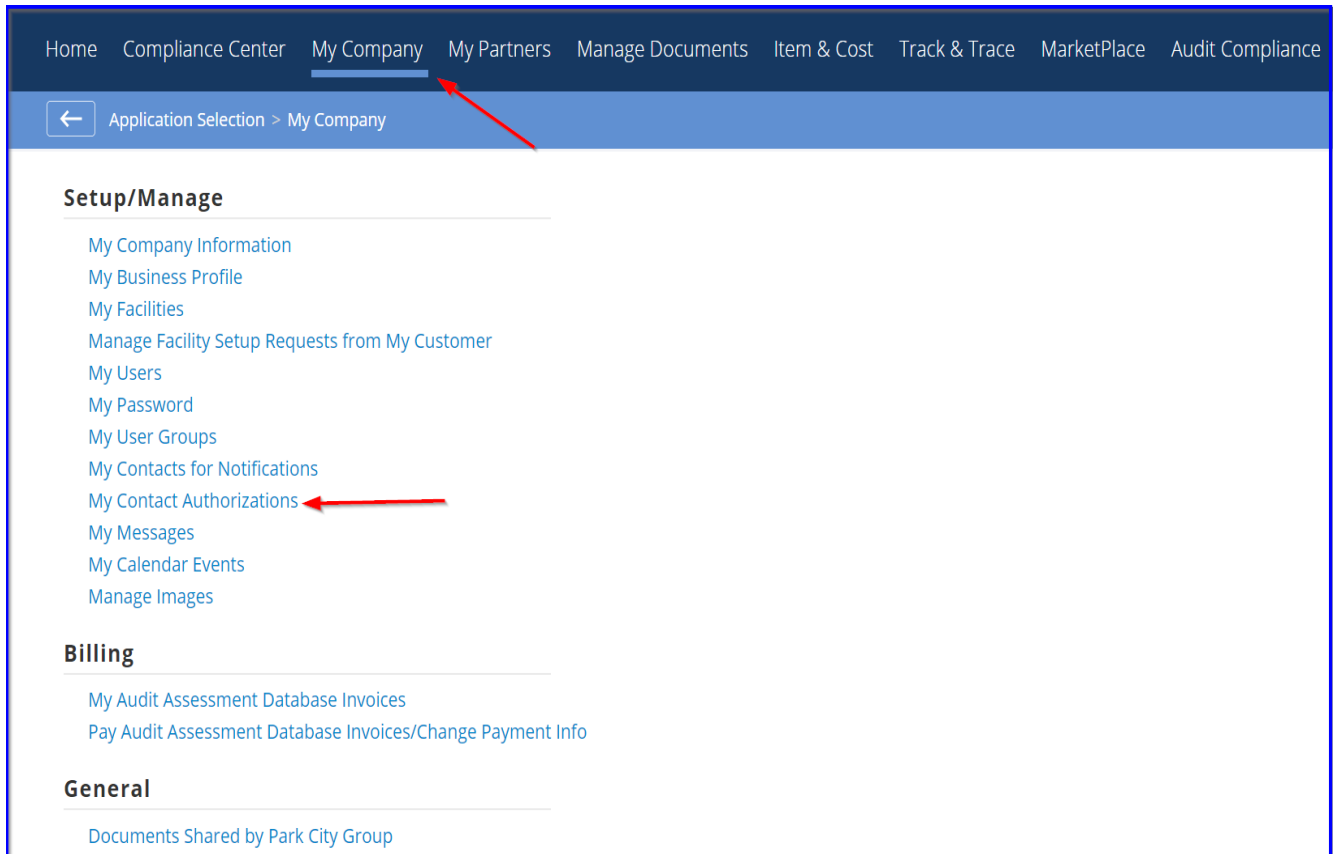
Password [Reset Password](#)

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



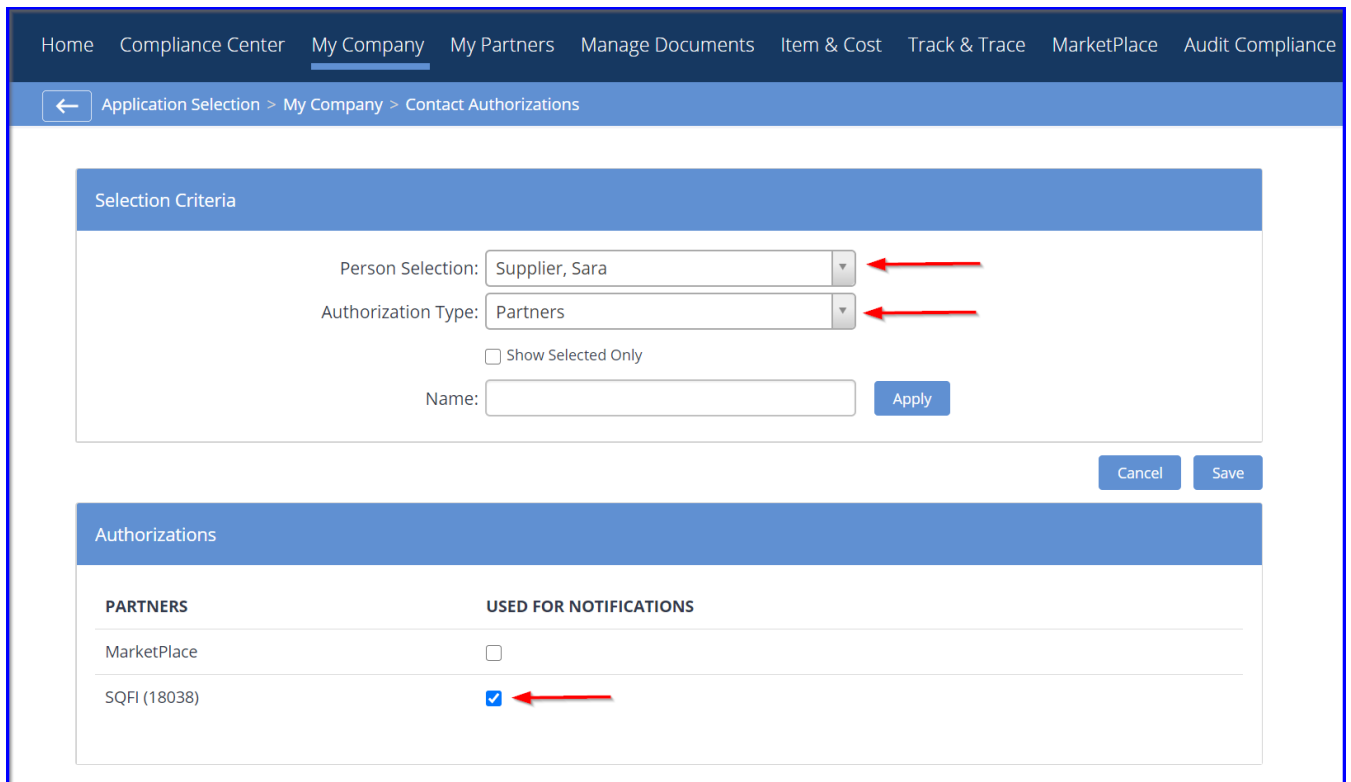
Choosing Which Notifications to Receive

Once logged into ReposiTrak, please click on the 'My Company' tab, followed by 'My Contact Authorizations'.



The screenshot shows the ReposiTrak user interface. At the top, a navigation bar contains the following tabs: Home, Compliance Center, My Company, My Partners, Manage Documents, Item & Cost, Track & Trace, MarketPlace, and Audit Compliance. The 'My Company' tab is selected and underlined. Below this, a breadcrumb trail shows 'Application Selection > My Company'. The main content area is divided into three sections: 'Setup/Manage', 'Billing', and 'General'. Under 'Setup/Manage', there is a list of options: My Company Information, My Business Profile, My Facilities, Manage Facility Setup Requests from My Customer, My Users, My Password, My User Groups, My Contacts for Notifications, My Contact Authorizations, My Messages, My Calendar Events, and Manage Images. A red arrow points from the 'My Company' tab to the 'My Contact Authorizations' option. Another red arrow points from the 'My Contact Authorizations' option to the 'My Contact Authorizations' text in the list. Under 'Billing', there are two options: My Audit Assessment Database Invoices and Pay Audit Assessment Database Invoices/Change Payment Info. Under 'General', there is one option: Documents Shared by Park City Group.

Next, use the 'Person Selection' drop down menu to choose the user that would like to have their notifications tailored. Then, use the 'Authorization Type' drop down and select 'Partners'. Please make sure that SQFI is selected. Save



Home Compliance Center My Company My Partners Manage Documents Item & Cost Track & Trace MarketPlace Audit Compliance

← Application Selection > My Company > Contact Authorizations

Selection Criteria

Person Selection: Supplier, Sara

Authorization Type: Partners

Show Selected Only

Name:


Authorizations

PARTNERS	USED FOR NOTIFICATIONS
MarketPlace	<input type="checkbox"/>
SQFI (18038)	<input checked="" type="checkbox"/>

After that, use the 'Authorization Type' drop down again and select 'Facilities'. Then, you will want to select or de-select the facilities that the user would like to receive notifications regarding. Save.

Selection Criteria

Person Selection:

Authorization Type: 

Show Selected Only

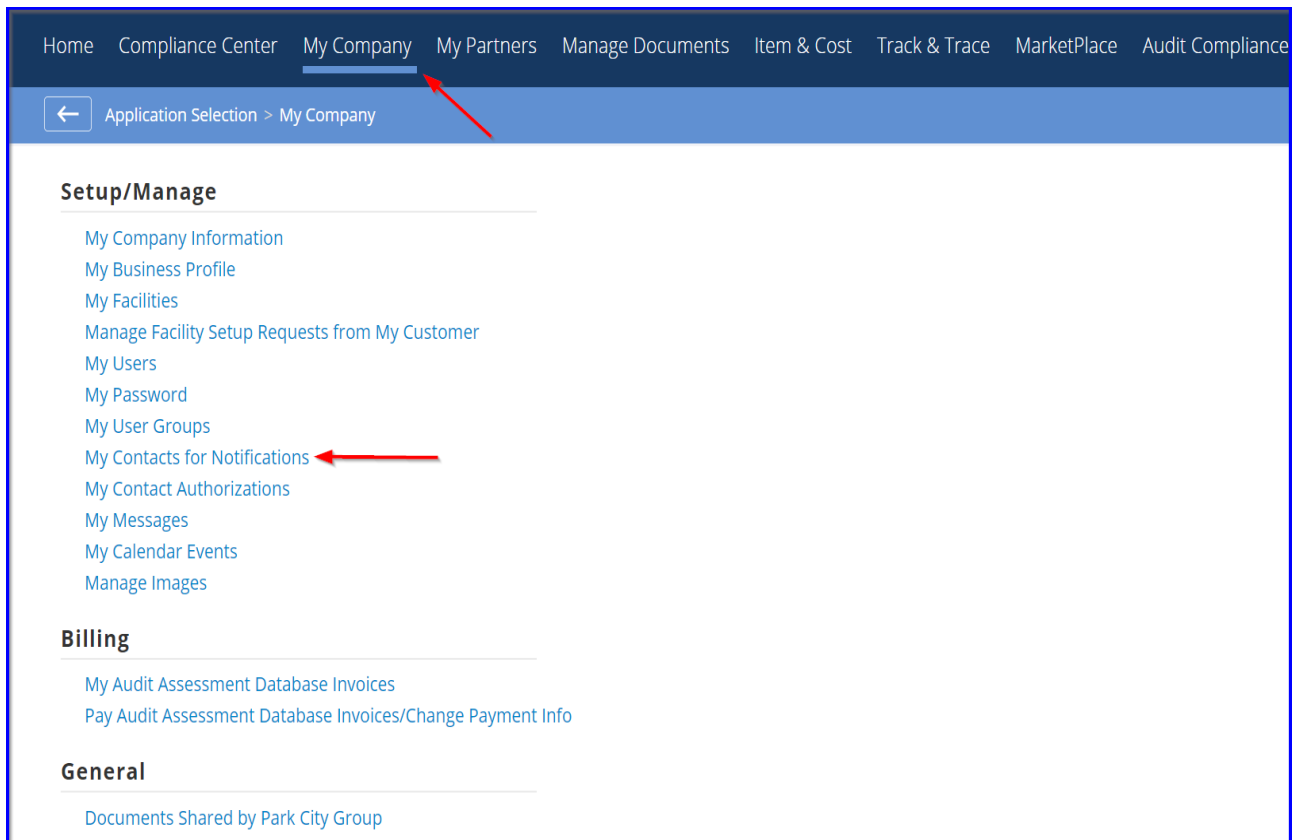
Name:

Authorizations

FACILITIES	USED FOR NOTIFICATIONS
000001 - CCC Pilot company 1	<input type="checkbox"/>
2 - CB Excel Training Company	<input type="checkbox"/>
000002 - CCC Pilot company 2	<input type="checkbox"/>
3 - CB Excel Sample Company	<input type="checkbox"/>
000003 - CCC Pilot company 3	<input type="checkbox"/>
Central Site Test - Central Site Test / 22 - Tester Dan site	<input type="checkbox"/>
Payment Test - Payment Test Company / as - aSD	<input type="checkbox"/>
147899 - AAA TEST COMPANY 1 (CLOSED.) / s4 - s4	<input type="checkbox"/>
147899 - AAA TEST COMPANY 1 (CLOSED.) / s5 - s5	<input type="checkbox"/>
147899 - AAA TEST COMPANY 1 (CLOSED.) / s6 - s6	<input type="checkbox"/>

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Now that the user is set up to receive notifications for SQF and which sites to receive notifications regarding, we will now set up which notification types to receive. Please click on the 'My Company' Tab again, followed by 'My Contacts for Notifications'.



The screenshot displays the SQF application interface. At the top, a navigation bar includes links for Home, Compliance Center, My Company, My Partners, Manage Documents, Item & Cost, Track & Trace, MarketPlace, and Audit Compliance. The 'My Company' tab is selected and highlighted with a red arrow. Below the navigation bar, a breadcrumb trail shows 'Application Selection > My Company'. The main content area is divided into three sections: 'Setup/Manage', 'Billing', and 'General'. Under 'Setup/Manage', there is a list of options: My Company Information, My Business Profile, My Facilities, Manage Facility Setup Requests from My Customer, My Users, My Password, My User Groups, My Contacts for Notifications (highlighted with a red arrow), My Contact Authorizations, My Messages, My Calendar Events, and Manage Images. Under 'Billing', there are two options: My Audit Assessment Database Invoices and Pay Audit Assessment Database Invoices/Change Payment Info. Under 'General', there is one option: Documents Shared by Park City Group.

From there, use the 'Application' drop down to select 'Certification Audit' and use the 'Person' drop down to select the user that needs updating. Next, select which notifications the user would like to receive and the frequency in which they would like to receive those notifications.
Save.

Notification Contact Summary

Selection Criteria

Application: Certification Audit ▼ ←

Person: Supplier, Sara ▼ ←

Notification Types

	IMMEDIATELY	WEEKLY	DAILY
? AUDIT STEP 3 Surveillance Audit Created <i>Notify whenever a Surveillance audit is added</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 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"/>

Cancel
Save

The user has now tailored their notifications to their desire.

FAQ's

How do I contact SQFI?

Toll Free Number: 1-877-277-2635

Telephone: +1 202-220-0635

Fax: +1 202-429-4519

Email: info@sqfi.com

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: info@sqfi.com.au

What is my username?

Your email address is your username.

I am a new employee for an SQF/AFIA certified company, how do I get added as a user to the database?

Send an email to support@repositrak.com requesting to be added as a user for your site. In your email include: Full name, email address, telephone and the site (name).

Or call support: at 888-842-5465, press option 1, then option 2.

How do I sign into my company account?

Click this [link](#), then enter your username and password. If you are having problems remembering your password, please [click here](#).