


Set Up Change Request Preferences

Access ACS can send change request e-mails when members enter changes.

You can add individuals to receive change request e-mails and customize the change request preferences for your organization. You can also send change request rejection e-mails when you reject change requests.

You can choose how frequently change request e-mails are sent, choose to send change request rejection e-mails to members and attendees, and customize the rejection e-mail's text.

1. Point to **Admin**, then click **Options**.
2. Click on the **Change Request Setup** tab.
3. Click **Add**.
4. Click the **Login Name** of the individual you want to add.
5. Select the **Change Request E-mail** and **Change Request Rejection E-mail** preferences for the individual.
6. Enter a message in the **Rejection E-mail** text box, then click **Save**.

1. Point to **Admin**, then click **Options**.
2. Click on the **Change Request Setup** tab.
3. Locate your name in the **Change Request Setup** grid, then click **Edit** .
4. Under **Change Request E-mails**, select an option. You can choose to receive an e-mail each time a change request is created, once per day, once per week, or never. We recommend receiving change request e-mails at least daily.
5. In the **E-mail address to use** field, enter the e-mail address where the e-mails are sent, then click **Save**.

Change Request E-mails

- Do not notify if I have Change Requests
- Send me an e-mail notification for each Change Request
- Send me an e-mail notification daily if I have new Change Requests
- Send me an e-mail notification weekly if I have outstanding Change Requests

E-mail address to use:

admin@yourchurch.org

6. To send change request rejection e-mails, under **Change Request Rejection E-mails**, select **Send Rejection E-mails**.
7. Under **Rejection E-mail**, in the **Message** text box, enter a custom e-mail message.
8. Click **Save**.

Change Request Rejection E-mails

Send Rejection E-mails (Causes an e-mail to be sent to the user whenever the administrator rejects a change request.)


Rejection E-mail

Enter the reason in the message box below and click the Save button. If the Send Rejection E-mail flag is turned on then the following message will be sent to the user who entered the Change Request.

Message:

Your request was not approved. For more information, contact your system administrator.

Save

1. Point to **Admin**, then click **Options**.
2. Click the **Change Request Setup** tab.
3. Locate the individual you want to delete, then click **Delete**  in the individual's row.