

SAMT keeps you informed about access requests and other important transactions or events. SAMT Admins may choose which events to be notified of and how often. There are two notification types: email notifications and notifications listed on the SAMT 'Requests' tab within the 'Notifications' subtab.

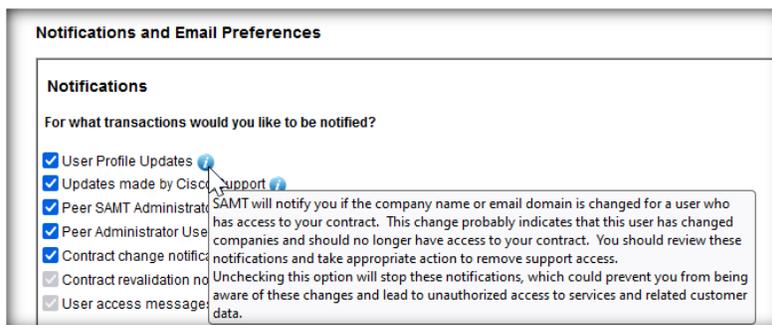


**Step 1.** Log into SAMT and navigate to the 'Administration' tab.

**Step 2.** Click the 'Change My Notification Preferences' hyperlink located under the 'Update My Profile' section.

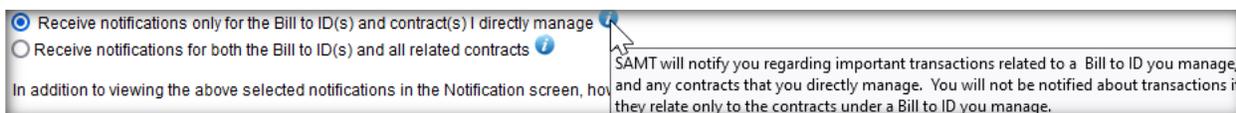


**Step 3a. Notification Elections:** The notification SAMT sends, not including access requests pending or processed in SAMT, are listed. Hover the mouse over the information icon ⓘ for an explanation of each notification type. Uncheck the boxes next to the notifications you do not want to receive in SAMT's 'Notifications' subtab or by email. By default, a new SAMT Administrator receives all notification types. User access revalidation notices and messages sent to SAMT Admins from Cisco profile manager are mandatory and cannot be deselected.



**Step 3b. Contract Related Notification Elections for Bill-to ID Admins Only – Go to step 4 if you are not a Bill-to ID Admin.** As a SAMT Admin of Bill-to IDs you may elect to receive the optional notifications and emails above for the Bill-to IDs you manage and

- Only those contracts you manage individually and not through a Bill-to ID, or
- All the contracts you manage through a Bill-to ID in addition to the contracts you manage individually (not through a Bill-to ID). This is chosen by default.



**Step 4: Notification Email Frequency:** Choose the frequency of emails related to the notification categories you have checked in step 3. For example, if you checked to be notified of “User Profile Updates” but you choose to never receive emails, you will see a notification in SAMT’s ‘Notifications’ subtab when a user changes their company, but you will not receive an email for the same.

In addition to viewing the above selected notifications in the Notification screen, how frequently would you like to receive an email message of new notifications?

Real Time 
  Hourly 
  Daily 
  Never

- **Real Time:** Receive e-mail for each action/request/transaction immediately.
- **Hourly/Daily:** Receive e-mails every hour or every day, with a summary of counts of each transaction, and a link to SAMT to view the details. Note, if there are no events during the period, no e-mails are sent.
- **Never:** No e-mails are sent, but notifications will be visible in SAMT.

**Step 5: Pending Access Requests for Bill-to ID Admins Only – Go to step 6 if you are not a Bill-to ID Admin.** If you are a Bill-to ID Admin, you may choose to only receive emails whenever a user requests support access to the Bill-to IDs that you manage and

- Only those contracts you manage individually and not through a Bill-to ID, or
- All the contracts you manage through a Bill-to ID in addition to the contracts you manage individually (not through a Bill-to ID). This is chosen by default.

Pending access requests ⓘ

Receive notifications only for the Bill to ID(s) and contract(s) I directly manage ⓘ  
 Receive notifications for both the Bill to ID(s) and all related contracts ⓘ

**Step 6. Pending Access Requests Email Frequency:** All access requests pending your review will be listed on the SAMT pending requests page. Additionally, SAMT will issue emails when a peer SAMT Admin acts on a pending request. By default, you will receive emails for all access requests in real time.

Pending access requests ⓘ

In addition to viewing these requests on the Pending Requests screen, how frequently would you like to receive an email message?

Real Time 
  Hourly 
  Daily 
  Never

- **Real Time:** Receive emails for requests pending your review and whenever a peer SAMT Admin acts on any of your pending requests.
- **Hourly/Daily:** Receive emails only for the requests that are still pending your review at the time the email is sent.
- **Never:** No e-mails are sent, but notifications will be visible in SAMT.

**Step 7: Suppress option:** SAMT sends e-mails to users when you are logged into SAMT and grant or revoke access. Check this box when logging into SAMT to suppress these notifications. This setting is for the current SAMT session only.

Temporarily suppress emails to users, when performing any transactions in this SAMT session ⓘ

Please note that any changes made on this page must be saved to take effect, by clicking the SAVE button at the bottom of the screen.

Contact [samtcomms@cisco.com](mailto:samtcomms@cisco.com) For further information or assistance with notifications.