

Email Shipment Notifications

Opt In to Tracking!

✔ Log in to ipage®

✔ Hover over the My Account tab, and click **User Administration**

The screenshot shows the Ingram IPAGE website interface. At the top, there is a navigation bar with links for 'Browse', 'Search', 'Orders', 'Reports', 'IPS', and 'My Account'. The 'My Account' tab is active, and a dropdown menu is open, highlighting 'User Administration'. Other menu items include 'ADMINISTRATOR SETTINGS' (ipage Account Settings, Company Contacts & Information, Direct to Home Setup, Ingram Publisher Services Settings, Pubsources® (Setup & Change), Street Smart Affidavit, Account Labels) and 'MY SETTINGS' (Change Settings, Order Profile, Access a Different Account, View Alert Archive). On the right side, there are sections for 'FINANCIAL INFORMATION' and 'ACCOUNTING & INVOICES'.

✔ Under the User Administration section, click **Edit User**

The screenshot shows the 'User Administration' page. It includes a section for 'Add New User' with a form for 'New UserID' and an 'Add New User' button. Below that is a 'Search Account Users' section with search criteria for 'First Name', 'Last Name', and 'UserID', and a 'Search' button. The main section is 'List of Users: 2', which contains a table of users. The 'Edit' button for the first user is highlighted. A note states: 'Note: Checking the Access box allows access only to the account shown at the top of the page.' The table has columns for 'Access', 'First Name', 'Last Name', 'UserID', 'Email Address', 'Last Login', and 'Edit/Delete'. The first user is 'default' with a last login of '08/03/2020'. The second user is also 'default' with a last login of '08/03/2020'. At the bottom, there is an 'Update Access' button.

Access	First Name	Last Name	UserID	Email Address	Last Login	Edit/Delete
default					08/03/2020	Edit Delete
default					08/03/2020	Edit Delete

☑ Under Account Access List, click **Enable for Shipment Notification**, and then click **Submit**

Account Access List

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Billing Account	Ship-To Account	Account Name	City	State	Access	Set As Default	Enable for Shipment Notification
			NASHVILLE	TN	✓	<input type="radio"/>	<input checked="" type="checkbox"/>

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Buttons: Delete User, Submit

Who can opt in?

Email Shipment Notifications allow all Admin users to opt-in at the Ship-to level. Notifications can be enabled for specific users in the account, and only for specific ship-to's if desired.

What does a notification cover?

- ☑ Covers both wholesale and Ingram Publisher Services shipments
- ☑ Covers shipments from all Distribution Centers

Does this work for phone orders? EDI orders? ipage orders?

Yes, to all