

DRGR Fact Sheet

E-Mail Subscriptions

Release 7.10

U. S. Department of Housing and Urban Development
June 2014

Introduction

Prior to DRGR Release 7.10, when an Action Plan or Performance Report was submitted for approval, it was up to the submitter to include the email addresses of everyone that should be notified. In Release 7.9, a dropdown selection was added, allowing the submitter to search for and include those email addresses without having to type in each one. Now, in Release 7.10, all DRGR users affiliated with that grant have the ability to create a subscription to be notified every time an Action Plan or Performance Report is submitted.

EMAIL SUBSCRIPTIONS

- Users can opt in to receive email notifications when Action Plans, Performance Reports (QPRs) and Workplans are submitted for approval.
- Users can opt in to receive email notifications when Action Plans, Performance Reports and Workplans are approved.
- Users can opt out to receive email notifications when Action Plans, Performance Reports and Workplans are submitted for approval.
- Users can opt out to receive email notifications when Action Plans, Performance Reports and Workplans are approved.

Users can subscribe to the notifications within the following criteria:

- Grantees/TA Providers are restricted to subscribe only to the HUD grants to which they are assigned.
- There are no restrictions for HUD users.

When an action plan and performance report is submitted for approval or approved, all the users who have opted in are notified. If the user is included in the automatic notification but have opted out, they do not receive the emails.

Add New Subscription

Users access the email subscription via the “Subscriptions” link under the “Utilities” menu option.



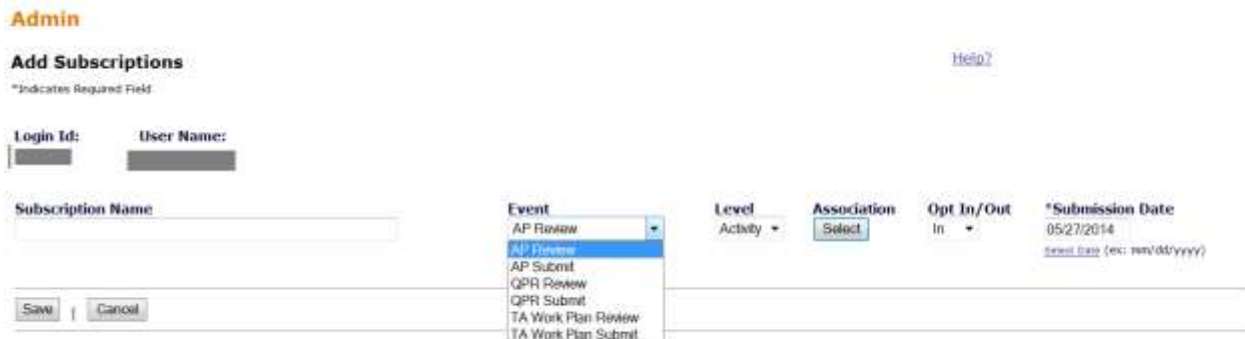
Figure 1: Email Subscription Link

On selection of the link, the Manage Subscriptions page is displayed.



Figure 2: Manage Subscriptions

On selection of the “Add Subscription” button, the Add Subscription page is displayed that allows users to set up subscriptions.



- Subscription Name – Each subscription must be given a unique name for a user.
- Event – Specifies the subscription. In R7.10 subscriptions are enabled for AP Approve, AP Submit, QPR Review, QPR Submit, WorkPlan Submit and WorkPlan approve.
- Level – Specifies either Grant or Activity.

- For AP and QPR Submit/Approve, only Grants must be selected.
- For WorkPlan, only Activity must be selected.
- Association – refers to the grant to which this subscription will be associated.
- Opt In/Out – specifies whether the user wants to opt in or opt out of email notifications.
- Submission Date – defines a date from when the subscriptions will be enabled.

Admin

Add Subscriptions [Help?](#)

*Indicates Required Field

Login Id: T050GA **User Name:** Joe Doe

Subscription Name	Event	Level	Association	Opt In/Out	*Submission Date
Action Plan Approval	AP Review	Grant	B-25-DS-00-0001 Select	In	05/17/2014 <small>Select Date (ex: mm/dd/yyyy)</small>

[Save](#) | [Cancel](#)

Figure 3: Add/Edit Subscriptions

- Association is the Grant for which the notifications are sent. On selection of the “Association” button, the system displays the Grant Search page to search for and select one or more Grants.

Admin

Grant Search

Search Criteria

Grantee:	Grant Number:
<input type="text"/>	B-25-DS-00-0001

[Search](#) [Reset](#)

1 Record(s) Displaying 1 through 1

Select	Grantee	Grant Number
<input type="checkbox"/>	rogco	B-25-DS-00-0001

[Assign Selected Grant](#) | [Return to Previous Page](#)

Figure 4: Grant Search

Edit/Delete Subscription

- The subscriptions are edited by selecting the “Edit link”.
- The subscriptions are deleted by selecting the subscription and selecting the “Delete” button.

Admin

Manage Subscriptions [Help?](#)

- Success: Email Subscription has been saved

Login Id: T050GA **User Name:** Joe Doe

Select to Delete	Subscription Name	Event	Level	Association	Opt In/Out	Date Subscribed	Action
<input type="checkbox"/>	Action Plan Approval	AP Review	Grant	B-25-DS-00-0001	In	05/17/2014	Edit

Figure 5: Manage Subscriptions