SIGN UP FOR EMAIL NOTIFICATIONS

Note: If at any point in the process buttons do not populate after selecting from a drop down menu, try hitting the "Tab" key on your keyboard.

Online Services uses a system called ReportWatcher that allows you to sign up to receive email notifications when a report is generated, eliminating time spent monitoring Online Services for test reports. Notification settings expire **one year** after signing up, and will need to be renewed at that point. ReportWatcher will not notify you of this expiration date, so it may be beneficial to set a reminder in your calendar. Please be aware that only one email address can be signed up to receive notifications from ReportWatcher. Any subsequent email addresses entered will override previous sign-ups.

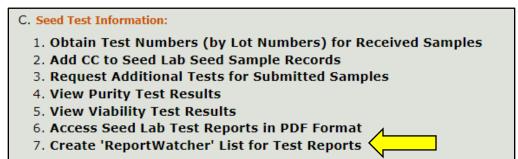
To sign up for this service, start by logging in to your Online Services account at:

https://w3.oscs.orst.edu/online/

Pins are case sensitive. Make sure to click the CAPTCHA check box that says "I am not a robot"



Scroll to section "C. Seed Test Information" and select option "7. Create 'ReportWatcher' List for Test Reports"



Enter the email address you would like to receive notifications to, then press **Enter** on your keyboard. A drop-down menu will appear; choose the setting you would like to apply.

Email Address:	seedlab@oregonstate.edu	
Type of Report Watch:	Specify Specific Tests All Tests for One Year Delete All Requests	3

For the specific tests option, first select the type of report you would like to receive alerts about, then enter the test number in the **"Test No.:"** field.

Email Address:	seedlab@oregonstate.edu		
Tune of Report Watch	Specific Tests +		
Type of Report Watch:	specific rests +		
Test Number(s)		1	
Email Alert Type 🤜	Specify	Test No.:	
	Purity eReport Only		
	Viability eReport Only	e Test Number	
	Exam eReport Only		
	Purity & Viability eReport		
	Purity & Exam eReport		
	Viability & Exam eReport		
	All eReports		
	-		

Click the "Add Test Number" button to add additional lines if needed. Click "Continue" to

confirm.	

Test Number(s)	specific rests	
	Exam eReport Only	▼ <u>Test No.:</u> 77777
Email Alert Type:	Specify	Test No.:
Email Alert Type:	Specify	Test No.:
	Add Test Number Remove	Test Number
	Continue	

Please note: If you have notification requests already set and want to change the settings, you will first need to delete all requests using the "Delete All Requests" setting option. Then repeat the steps above to set a new request.