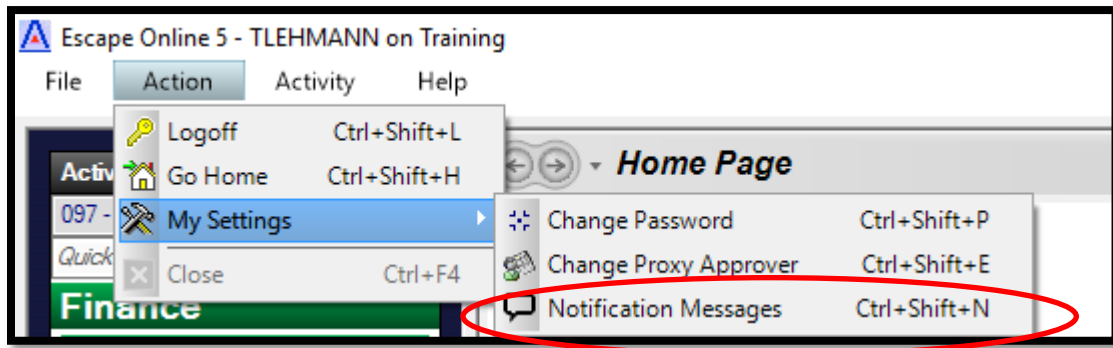


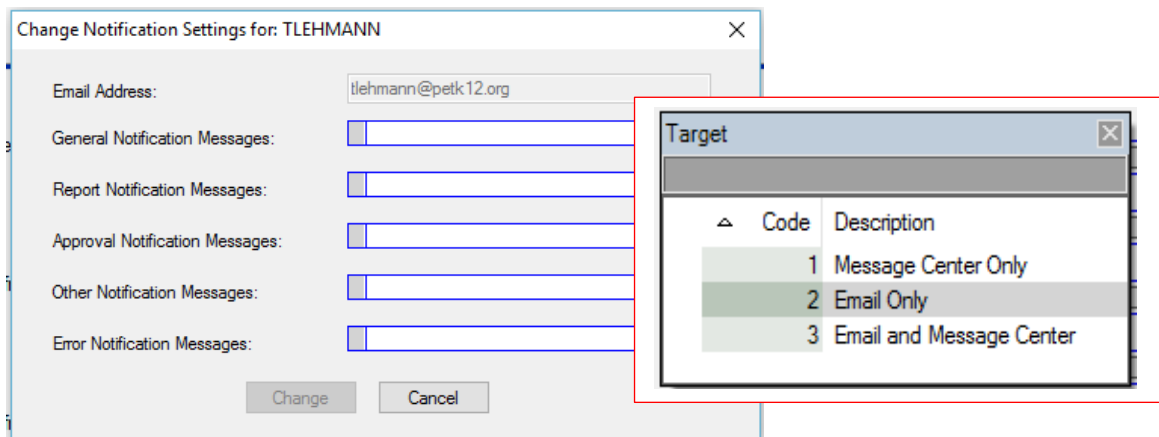
# Escape - Notification Preferences and Proxy Approver

*\*Must be on Escape Home Page to setup*

**Go to Action – My Settings – Click on Notification Messages**



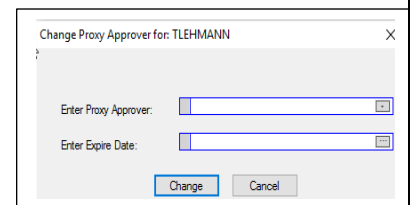
- Choose desired Notification Messages for each item
- Use drop down to select Message Center, Email or Both
- Default is Message Center Only setup in Org Record



**Go to Action – My Settings – Click on Change Proxy Approver**

If approver is out of office and Proxy Approver is needed:

- Type the Escape User ID or use the drop down menu to select the Proxy Approver
- Enter Expire Date: Usually date return to office



**Check out SCOE Resources in Escape for calendars for IT and Business Services Workshops!**

