Purpose

Use this procedure to create, maintain and delete a communication profile.

Trigger

Perform this procedure when you need to setup a new communication, add or remove recipients of this notification, and when you need to delete a communication profile.

Prerequisites

- Access to SupplyWEB
- Internet access and Internet Explorer 6 or higher

Menu Path

Use the following menu path(s) to begin this transaction:

- https://supplyweb.tenneco.com/supplyWeb/account/login
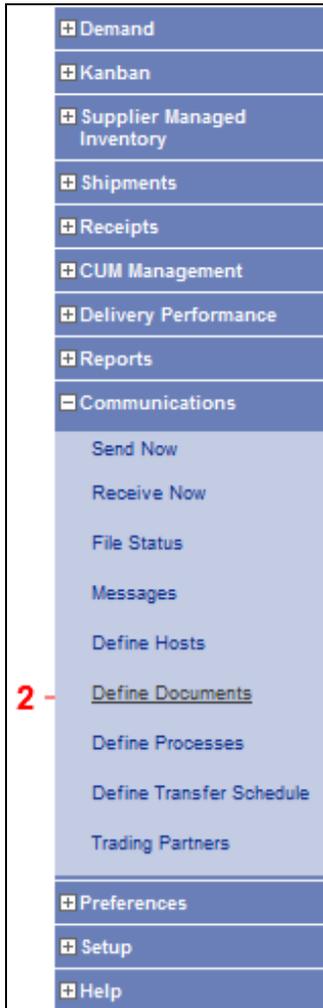
Helpful Hints

- Save the above URL to your browser's favorites
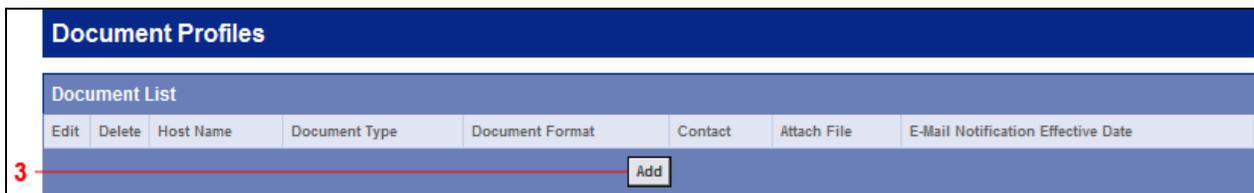- Instead of using your browser's navigation tools, use those provided by SupplyWEB

Procedure

1. To maintain a communication profile, click on the Communications menu item
.

2.   And select the Define Documents menu item [Define Documents] .

3.   The Documents Profiles open. To Add a document profile, click on the Add button [Add] .

4. The Host field should be left a None, and the Document Type field should be set so that the appropriate type of document is chosen.

5.   Under the File Format field select the type of document you wish to receive.

PDF is recommended.

6.   Click on the Attach File check box so that PDF versions of the document are attached to the email notifications sent out .

Document Profile

Document Profile Details

Host	None ▼
Document Type	Material Release ▼
File Format	PDF ▼
Attach File	☑
7 — E-Mail Notification Effective Date (MM-dd-yyyy)	[ ]
Contact Name1	<< Select contact >> ▼

Submit   Cancel

7.   As required, complete/review the following fields:

Field	R/O/C	Description
E-Mail Notification Effective Date(MM-dd-yyyy)	Optional	It is recommended to enter the date in the E-Mail Notification Effective Date field for future reference as to when the document profile was setup. **Example:** 3/14/2014

8. Click on the Contact Name1 drop box and select the first person that should receive this notification.

9. Click on the Submit button [Submit].

10. If you want to edit the profile, click on the pencil icon button [pencil].

11. You can add as many Contacts as needed. A new contact drop down will appear after each selection. Just click on the drop down and select the name of the contact to receive the notification.

12. When you have added all necessary contacts and are finished with the edits, click on the Submit

button Submit .

13. If you need to remove someone from the notifications list, click on the pencil icon button .

14. Click on the drop down box for the contact that shouldn't receive the notification any longer Dave Meeks ▼.

15. And select the << Select contact >> list item << Select contact >> .

16. Click on the Submit button to save your changes [Submit]. The contact is removed from the list.

17. Or you can delete a Document Profile altogether if you like. Click on the [X] button.
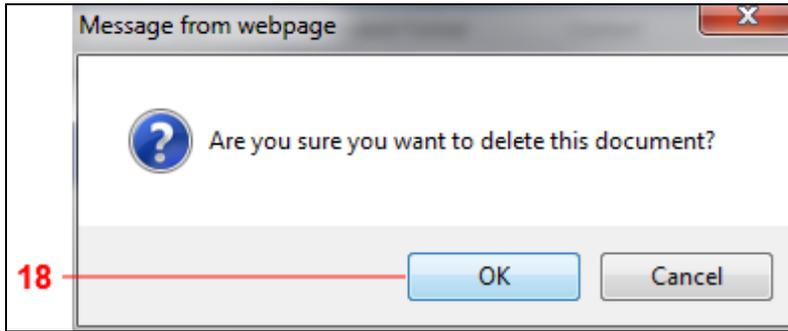
18. Click the OK button on the message box to confirm [OK] .
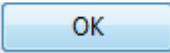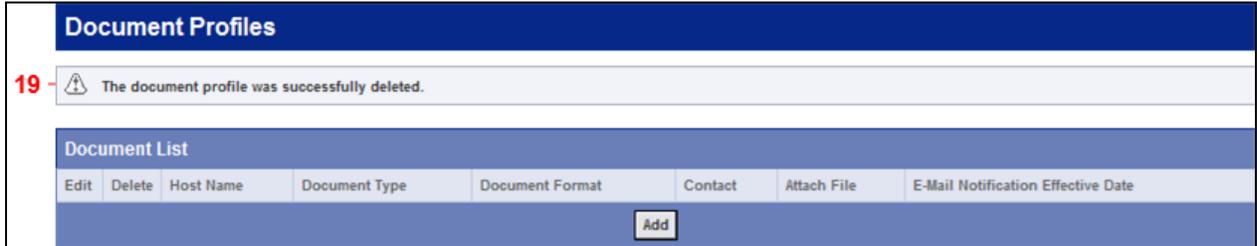
19. You should receive a similar message telling you that it was successfully deleted.

Result

You have successfully created, maintained, and deleted a communication profile.