

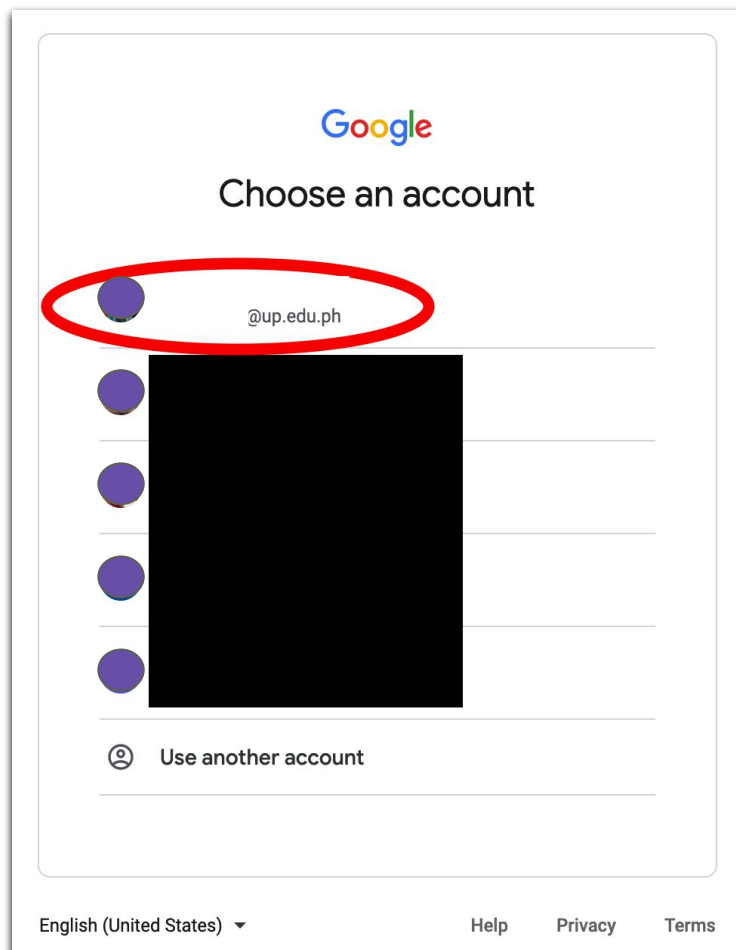
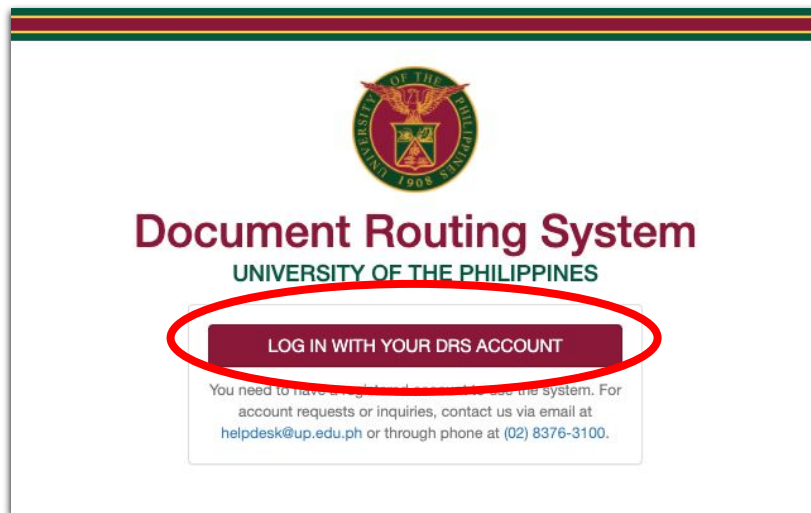


Document Routing System (DRS):

How to Turn On/Off Email Notifications

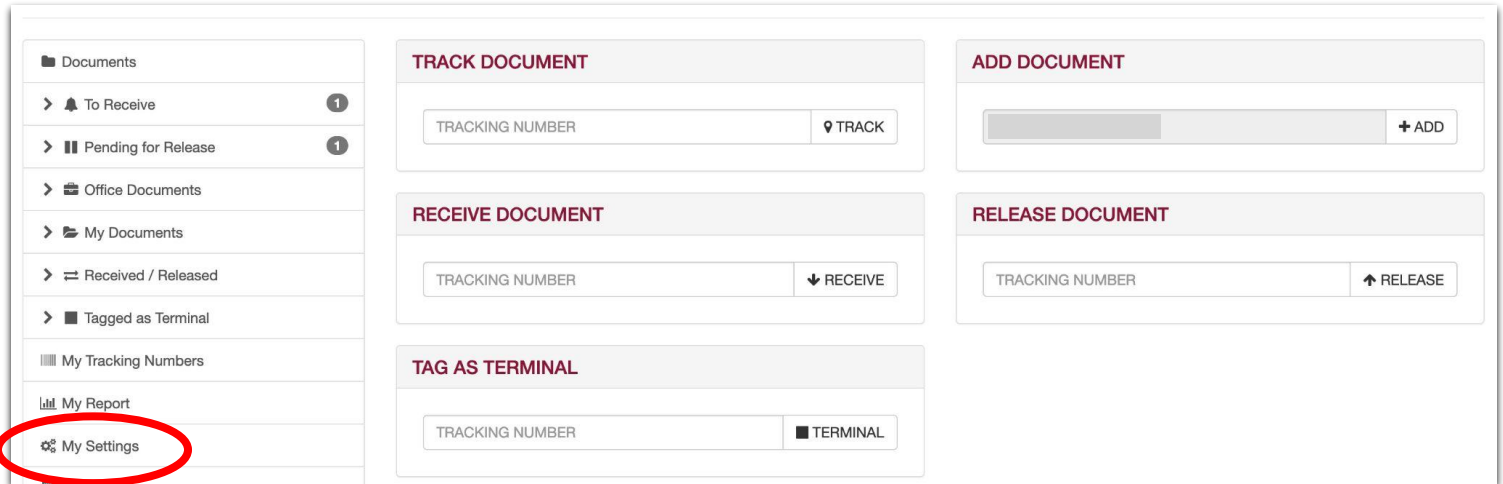
How to Turn On/Off Email Notifications in DRS

1. Go to the UP Document Routing System at <https://drs.up.edu.ph>. Then log in using your UP Mail account.

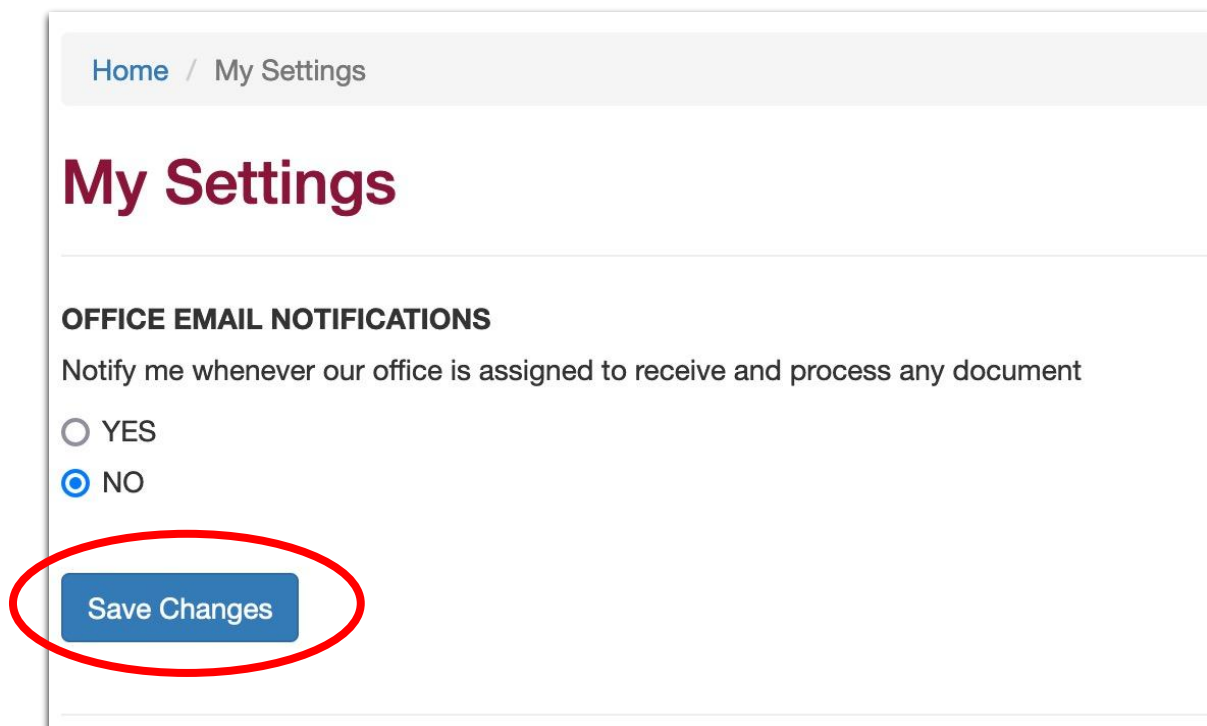


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2. In your DRS account, click My Settings on the menu on the left side.

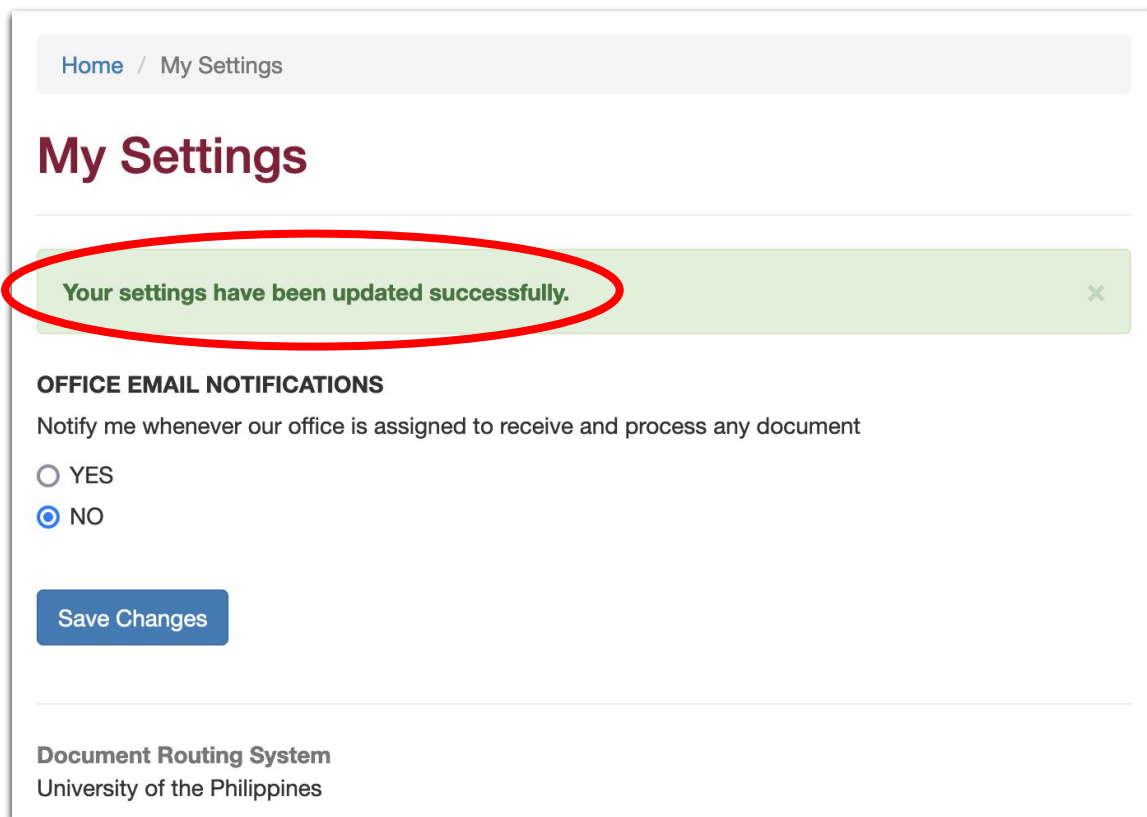


3. You will be directed to the Settings page where you can choose if you will receive email notifications or not. Click your preferred settings, then click the Save Changes button.



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4. A message will appear that your settings have been updated successfully.



The screenshot displays the 'My Settings' page in the Document Routing System (DRS). At the top, there is a breadcrumb trail: 'Home / My Settings'. Below this, the page title 'My Settings' is shown in a large, bold font. A green notification banner is present, containing the text 'Your settings have been updated successfully.' and a close button (X). The main content area is titled 'OFFICE EMAIL NOTIFICATIONS' and includes the instruction 'Notify me whenever our office is assigned to receive and process any document'. There are two radio button options: 'YES' (unselected) and 'NO' (selected). A blue 'Save Changes' button is located below the options. At the bottom of the page, the text 'Document Routing System' and 'University of the Philippines' is displayed.

Home / My Settings

My Settings

Your settings have been updated successfully. X

OFFICE EMAIL NOTIFICATIONS
Notify me whenever our office is assigned to receive and process any document

YES
 NO

Save Changes

Document Routing System
University of the Philippines