

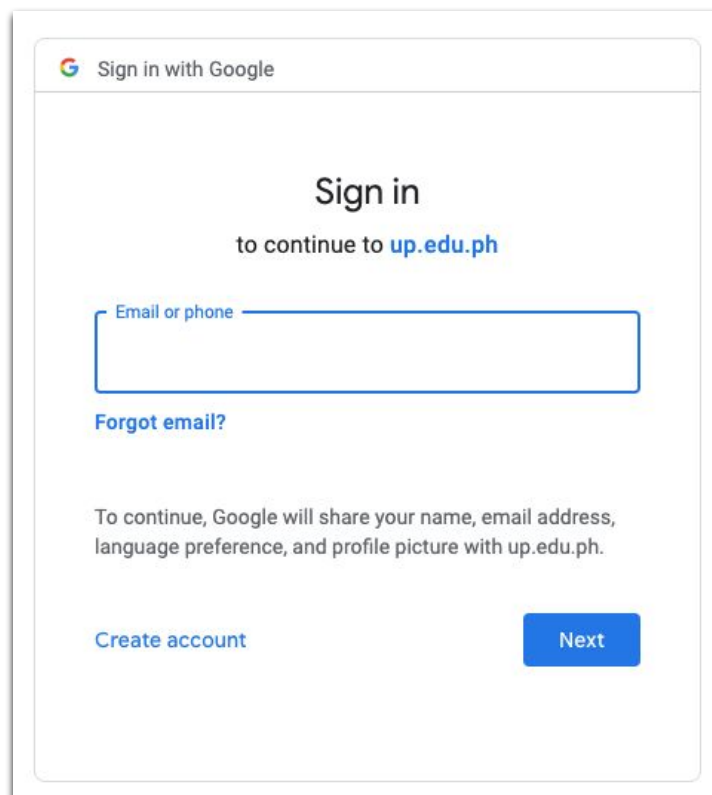
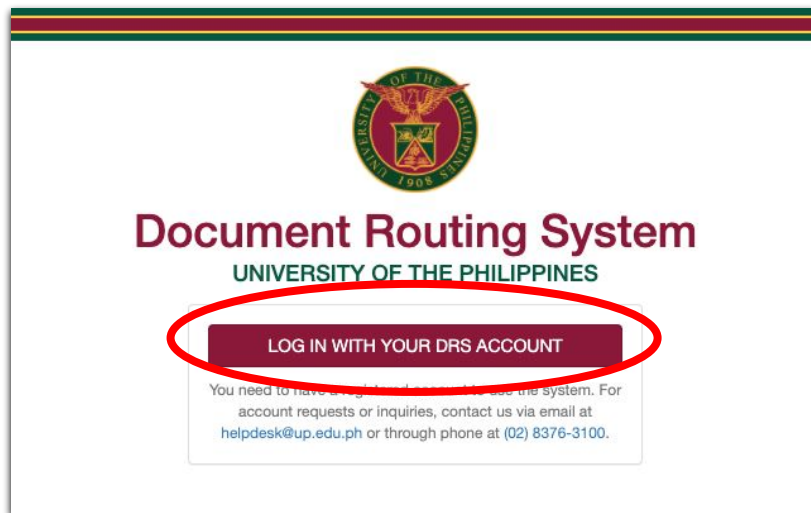


# **Document Routing System (DRS):**

**How to Turn On/Off  
Email Notifications  
User Guide v1.0**

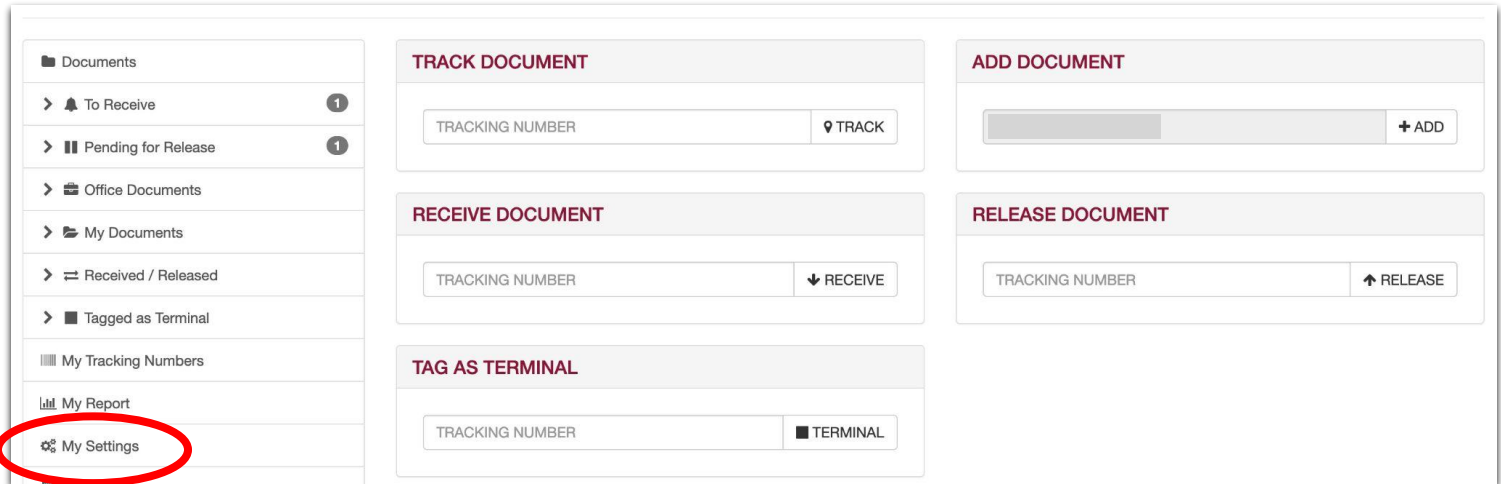
# How to Turn On/Off Email Notifications in DRS

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

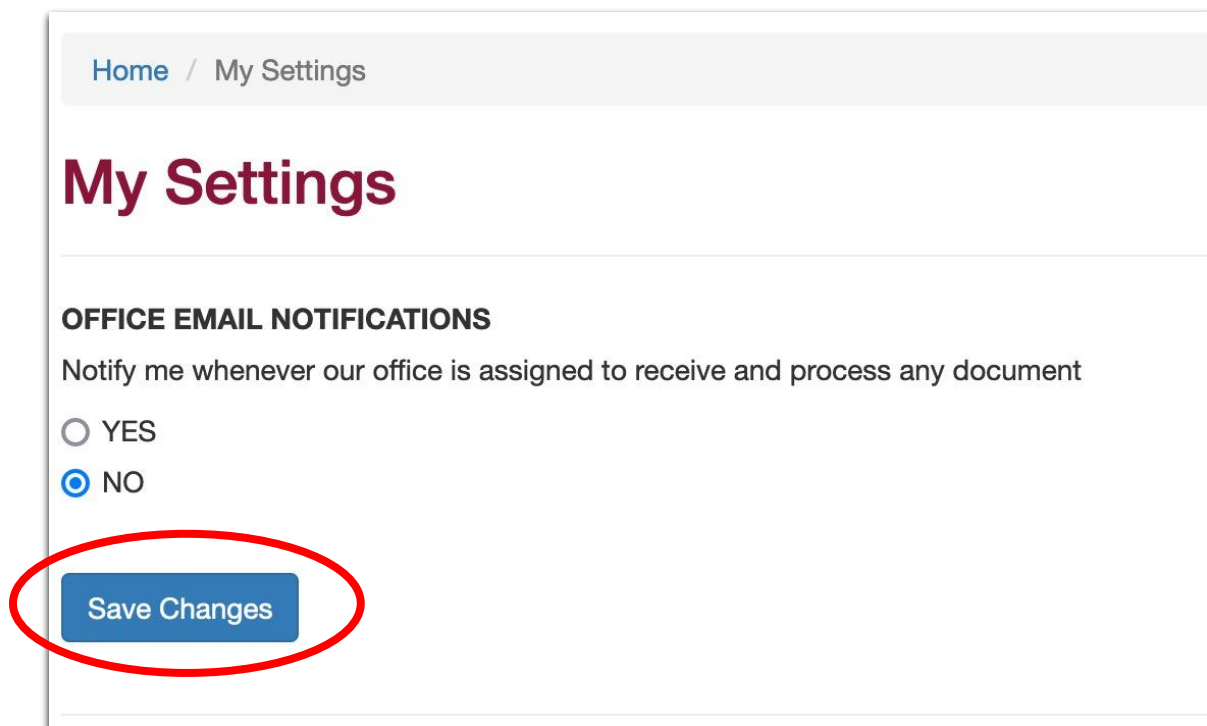


# How to Turn On/Off Email Notifications in DRS

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

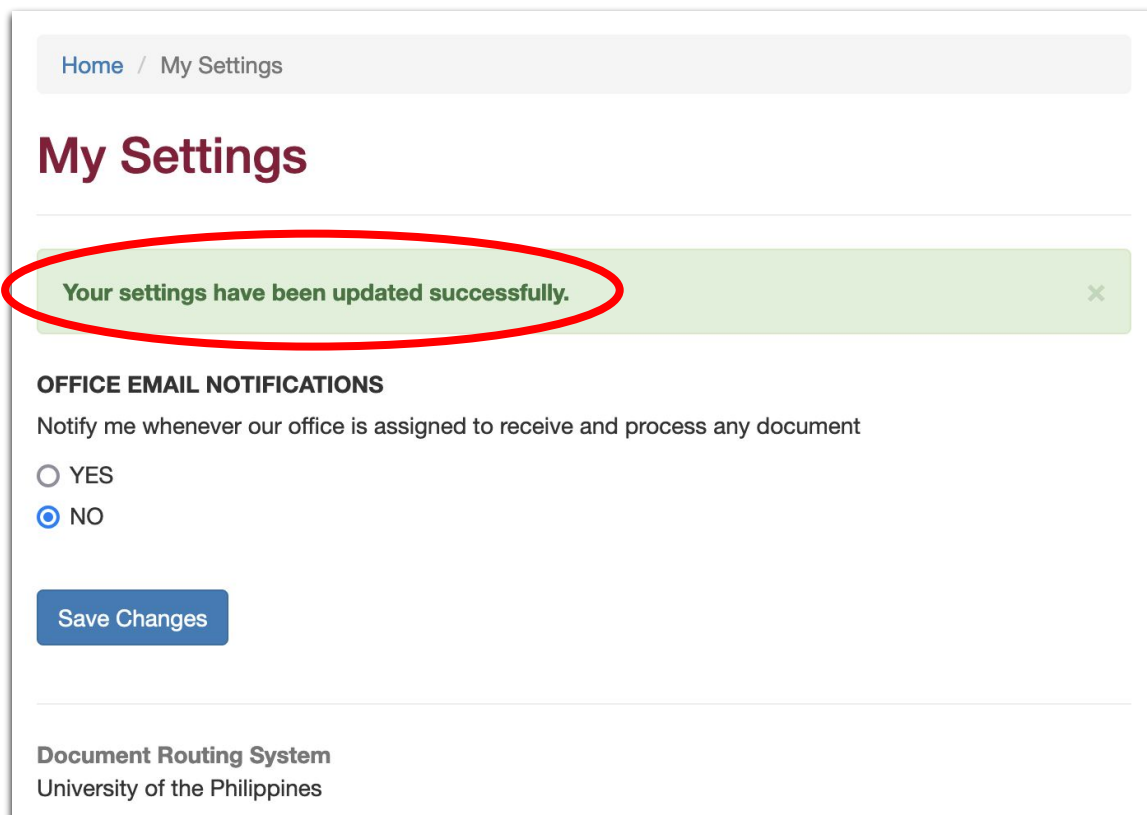


3. You will be directed to the Settings page where you can choose if you will receive email notifications or not. Click your preferred settings, then click the Save Changes button.



# How to Turn On/Off Email Notifications in DRS

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 with a close button (X) is highlighted with a red oval, containing the text: 'Your settings have been updated successfully.' Below the notification, the section 'OFFICE EMAIL NOTIFICATIONS' is visible, with the instruction 'Notify me whenever our office is assigned to receive and process any document'. Two radio buttons are present: 'YES' (unselected) and 'NO' (selected). A blue 'Save Changes' button is located below the radio buttons. At the bottom of the page, the text 'Document Routing System' and 'University of the Philippines' is displayed.

# Technical Support

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For technical support, please contact us at the  
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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