IRIS Workflow
Email Notifications

Designed to support IRIS integration into every user and organization's referral workflow, IRIS email notifications provide users real-time alerts about new referrals and changes to referral status. Email notification assignments should be considered while developing your organization's workflow plan. Users' email notifications should be configured based on their preferences and role in the IRIS workflow. For example, staff responsible for processing incoming referrals may opt out of all email notifications related to referral status changes. Similarly, staff who primarily track and monitor outgoing referrals may opt out of email notifications when their organization receives a new referral. When considering email notification preferences, note that at least one user from each organization *must* opt to receive new referral email notifications.

* First name	Amanda
* Last name	Adams
Phone	
* Email	amandaadamsiris@veryrealemail.com

Yes, email me when:

- ☑ my organization receives a new referral
- ☑ a referral sent by my organization is rejected
- ☑ a referral sent by my organization is accepted
- ☑ a referral sent by my organization is completed
- ☑ a comment is made on a referral I have commented on previously

After gaining IRIS access it is users' responsibility to establish their email notification preferences on the **My Profile** tab located on the left navigation menu. All users should add **irisadmin@ku.edu** to their email's safe sender list to prevent email notifications from being blocked by spam filters.