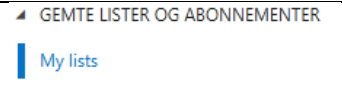

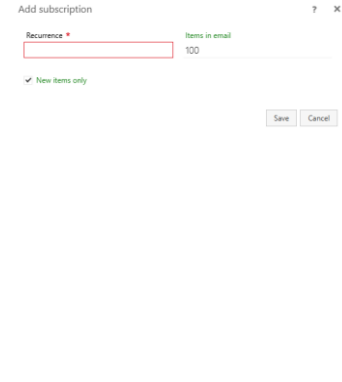
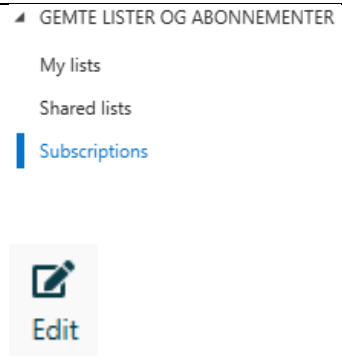


This guide shows you how to create a subscription for a search/list in Workzone, so you receive an email when new items are added to the list.

Instruction	Explanation	Navigation
Select a saved search	Open My lists under GEMTE LISTER OG ABONNEMENTER in the navigation pane, and select the search you want to subscribe to.	
Subscribe	Select Subscribe in the ribbon. Note: You can only activate a subscription for one search at a time.	
Set up your subscription	Select your settings in the dialog box. <ul style="list-style-type: none"> • Recurrence: How often do you want to receive emails • Items in mail: The maximum number of items allowed. If the search returns more results than the number you specify, the subscription will fail. You will then need to adjust your subscription. • New items only: Check the box if you only want lists containing new items in your search. 	
Edit subscription	You can view and edit your subscriptions in the navigation pane: GEMTE LISTER OG ABONNEMENTER -> Subscriptions Select the subscription you want to edit and click the Edit button in the ribbon.	
Modify changes	You can now adjust all parameters of the subscription again, including specifying an exact time for when the subscription should run. If the subscription has previously failed, you must change the time of the next occurrence to reactivate it Click Gem .	