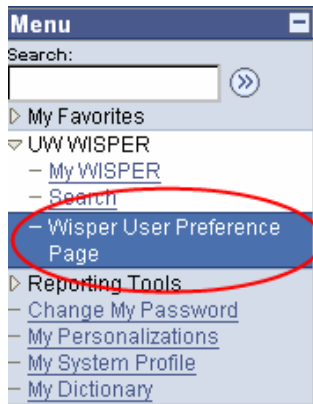## WISPER - User Preferences

The User Preferences page is accessible to all users and allows the selection of a delegate and management of email notifications.

- Delegate selection: You are able to choose another employee on campus to receive notifications that are also sent to you and to access records to which you have security. Your delegate will receive emails every time WISPER triggers an email to you notifying the delegate of routing or approvals (Note: signatures of the PI and Division (School/College) Role Member can not be delegated)

- Email notifications: WISPER email notifications, which are sent when records are routed to a user or when the user is added as an approver, can be turned on or off by selecting or unselecting the email checkboxes.

I. Login:
1. Navigate to the WISPER login page via **https://uwm.edu/officeofresearch/wisper/**, click the "Log in to WISPER" button, and enter your PantherID and password. You will be directed to the UW WISPER page.
2. Click on the Wisper User Preference Page menu item. You will be automatically taken to a page displaying your current user preferences

II. Select Delegate:
1. If you would like to add a delegate, click the "Add User Delegate" button. This will launch the employee search page where you can select the employee who will serve as your delegate.
2. Search by entering any part of the campus employee name or their Department.
3. Select the delegate by clicking on their name.
4. The selected delegate can be changed by clicking "Change User Delegate" or deleted by clicking "Remove Delegate."

Wisper User	00007189	
User Delegate	00424934	HARRIS,DAVID

[Change User Delegate]   [Remove Delegate]

III. Change Email Notifications:
All email notification preferences will default to be checked for all users. Unchecking each of the boxes will turn off certain email notifications to you. Note the email will still be delivered to your delegate even if your emails are turned off.
1. Receive WISPER Email Updates: Turns on or off <u>all</u> emails generated by the WISPER system.
2. Receive WISPER Email on Route of Record: Turns on or off emails generated when records are routed to the WISPER user.
3. Receive WISPER Email on Approval Request: Turns on or off emails generated when an approval is requested of the WISPER user.
4. Click the "Save" button.

Receive WISPER Email Updates ☑

Receive WISPER Email on Route of Record ☑

Receive WISPER Email on Approval Request ☑

[Save]

Click on the MY WISPER Menu item to return to activity in the system.