Union Product Database (UPD)

Quick guide for Super users on how to set email configuration for UPD notifications
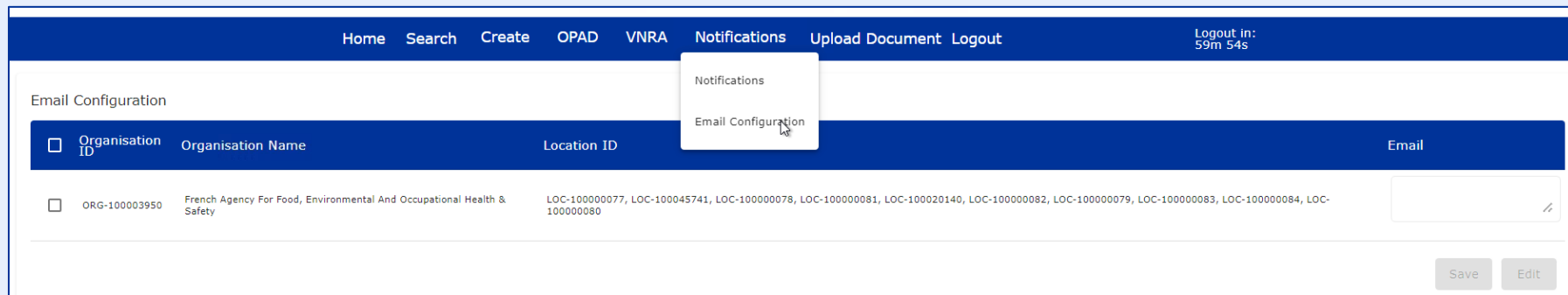
The **purpose** of the notifications by email **is to inform UPD users** about specific actions that have been performed in the UPD system for which they should be aware, either for their information or for any consequent action.

The email addresses to which such notifications will be sent, are configured by the **Super user** of each Organisation via the "*Email Configuration*" form. By using that form, the email address(es) of each organisation (ORG-ID) are defined.

All **notifications** by email **will be sent after business hours.** Hence, recipients will see them in the set inbox on the following day.

The **UPD system sender's email address is** upd.notification@ema.europa.eu.
Users should **make sure that the aforementioned email address is not blocked** by their firewall and security systems.

Note that upd.notification@ema.europa.eu is a non-functional address and cannot be used for any queries or correspondence.

Email Configuration form for NCAs

1. Under the "**Notifications**" main menu, select the option "**Email Configuration**".

2. The "**Email Configuration**" form opens. By default, all the ORG-IDs associated to the logged in users' affiliations are displayed. When this form is opened for the first time, and no email addresses have been configured yet, all the fields under the "email" column are empty.

Email Configuration form for NCAs

3. Select the **check box** in front of an Organisation ID and click the "***Edit***" button.

4. The corresponding email field(s) become editable.

5. Enter the email address in the corresponding **field**. Multiple checkboxes can be selected simultaneously. Additionally, multiple email addresses can be entered for the same ORG-ID, separated **by commas**. If a specific ORG-ID should not receive any notification, the email address field should be left empty.

Email Configuration form for NCAs

6. If an email address is entered in an **invalid format**, or the **same** email address is entered more than once in the same field, a message will inform the user to modify the value.

Email Configuration form for NCAs

7. Click the "**Save**" button to save the entered values or the "**Cancel**" button in order to discard your changes.