

Financial Services Support Center
May 19, 2009

**Subscribing to Fast Info
Answers
FSJA-001**

In order to receive notification of changes to FI answer's users are encouraged to subscribe to FastInfo answer ID's.

The most common subscriptions are FI 897 and FI 2448.

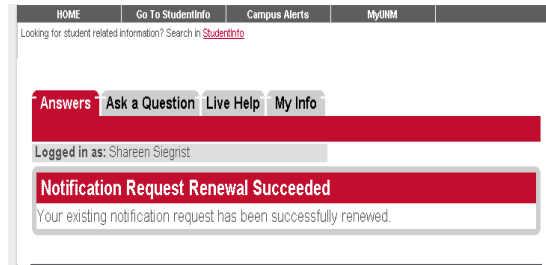
There are two different ways to subscribe, the most efficient way to subscribe is to log into Fast Info BEFORE searching for your Q&A:

1. Log In to fastinfo.unm.edu
2. Search for the Q&A.
3. Select: 'Notify Me by Email if this Answer is Updated'.



If you do not log into FastInfo first, you will have to select the 'Notify Me by Email if this Answer is Updated' twice.

1. Go to fastinfo.unm.edu.
2. Search for the Q&A
3. Select: 'Notify Me by Email if this answer is Updated.'
4. You will be routed to the login screen.
5. Once you log in you will receive:



It would appear that you are now subscribed, however, you are **NOT** yet subscribed to. Click on the 'Answers' tab.

1. Click on the Answer Tab.
2. Search for the Q&A.
3. Select: 'Notify Me by Email if this Answer is Updated'.

You receive the message:



You are now subscribed to the Answer.

To find which answers you are subscribed to select the My Info tab, and then select Answer Update Notifications.

You'll see all the answers you are subscribed to.



The screenshot shows the 'My Info' tab selected. The user is logged in as 'Lorrie Black'. Below the navigation, there is a section titled '5 Notification Requests' with a table listing the requests.

Answer ID	Summary	Expires
1 897	Updated - Where is the Finance month-end close schedule?	None
2 2448	Updated - Where can I find the Banner Finance Year-End Schedule?	None

END