

**University of Wisconsin  
Grants Project  
Desk Reference**  
*Madison \* Milwaukee \* Extension*

## **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 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 <http://www.rsp.wisc.edu/WISPER>, select the Log in to WISPER button, and enter your netID and password.
2. Proceed to the WISPER user preferences page using the Left Menu (UW WISPER > WISPER User Preferences).
3. You may be taken to a search page and all you need to do is select the Search button and it will take you to the Preference Page.
4. You will be automatically taken to a page displaying your user preferences

## **Wisper User Preference Page**

**Wisper User**      00334148      GRAY,STEPHANIE

**User Delegate**      00063442      BORLESKE,VINCENT

[Change User Delegate](#)

[Remove Delegate](#)

Receive WISPER Email Updates

Receive WISPER Email on Route of Record

Receive WISPER Email on Approval Request

[Save](#)

## **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."

## **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. RSP strongly recommends leaving all emails turned on.

1. Receive WISPER Email Updates: Turns on or off all 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 or when an Approver responds to an Approval request sent by you.
4. Click the "Save" button.
5. Click on the MY WISPER Menu item to return to activity in the system.

*\*\*\*Please be advised that all directions provided in this document may be superseded by Division Authority.*