

## PREFACE

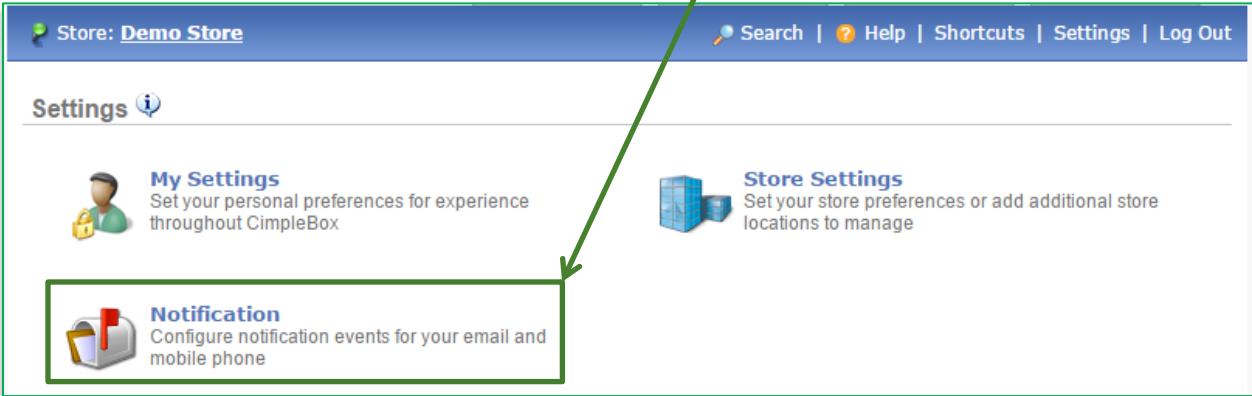
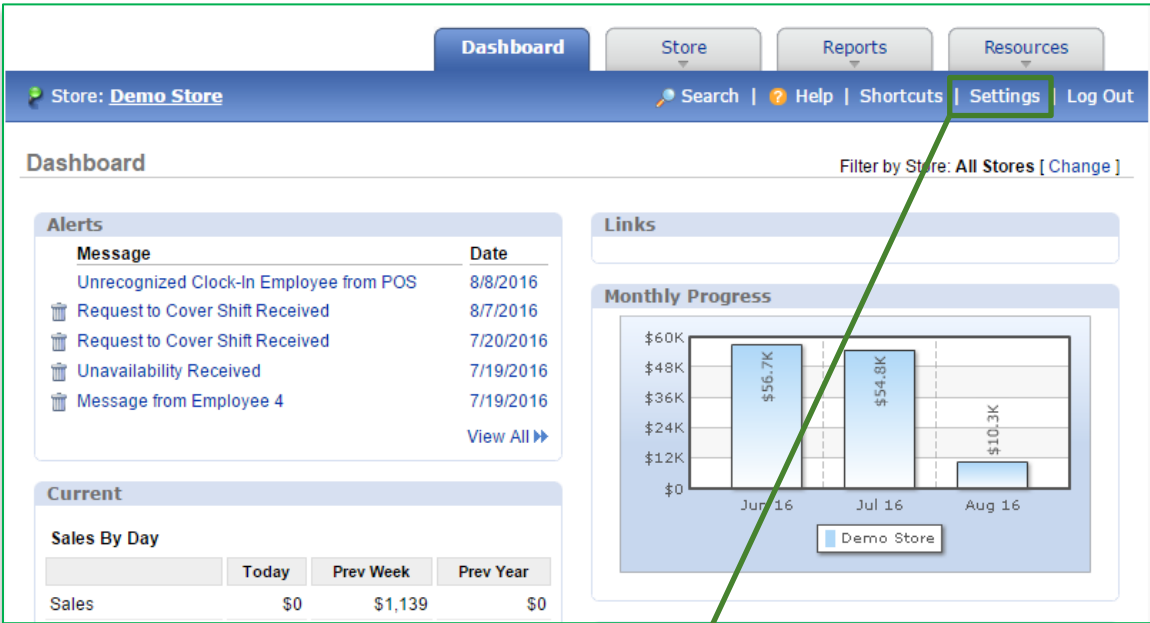
In this module, you will learn:

- How to set notification preferences within Console

## MY SETTINGS

The Notification settings platform allows you to set notification preferences for available reports.

To set notification preferences you will need to click **Settings** (within the blue bar at the top of the page) and click **Notification**.





TO SET NOTIFICATION PREFERENCES

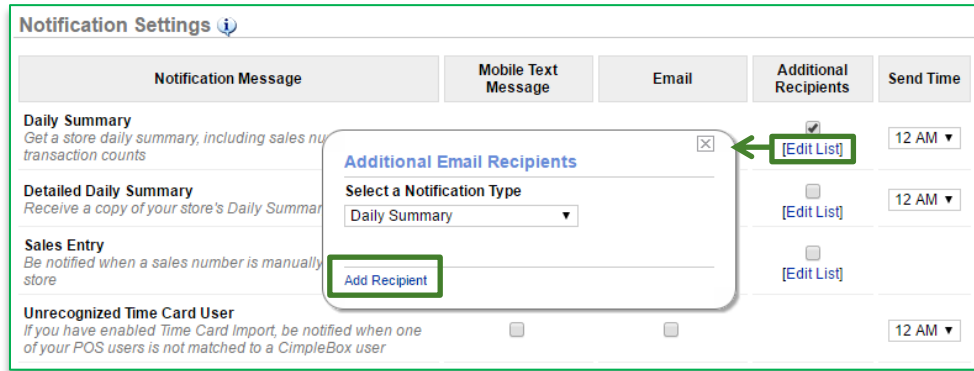
1. Under the **Mobile Text Message** column, check the boxes to the right of each report that you wish to receive notifications for
  - a. *This option will not be available for all reports*
2. Under the **Email** column, check the boxes to the right of each report that you wish to receive notifications for
  - a. *This option will not be available for all reports*
3. If you want report notifications to be sent to additional recipients, check the boxes to the right of each report under the **Additional Recipients** column
  - a. *This option will not be available for all reports*

**Notification Settings** ⓘ

Notification Message	Mobile Text Message	Email	Additional Recipients	Send Time
<b>Daily Summary</b> <i>Get a store daily summary, including sales numbers and transaction counts</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">[Edit List]</a>	12 AM ▼
<b>Detailed Daily Summary</b> <i>Receive a copy of your store's Daily Summary Report</i>		<input type="checkbox"/>	<input type="checkbox"/> <a href="#">[Edit List]</a>	12 AM ▼
<b>Sales Entry</b> <i>Be notified when a sales number is manually entered for your store</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">[Edit List]</a>	
<b>Unrecognized Time Card User</b> <i>If you have enabled Time Card Import, be notified when one of your POS users is not matched to a CimpleBox user</i>	<input type="checkbox"/>	<input type="checkbox"/>		12 AM ▼
<b>Survey</b> <i>Receive a notification when a Survey is submitted for your store</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">[Edit List]</a>	
<b>Review</b> <i>Receive a notification when a Review is submitted for your store</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">[Edit List]</a>	
<b>Inventory Par Level Report</b> <i>Receive a report listing inventory items that are above or below your par levels</i>		<input type="checkbox"/>	<input type="checkbox"/> <a href="#">[Edit List]</a>	12 AM ▼
<b>Send message to:</b> <a href="#">(Click here to change)</a> <a href="#">(Click here to change)</a>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				



- b. You may edit the recipient list at any time by clicking **Edit List**



- 4. Select delivery times by checking the dropdown arrow to the of each report under the **Send Time** column
  - a. *This option will not available for all reports*
- 5. Click **Save**