

Console – Setting Notification Preferences

## 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**.

	Dashboard	Store	Reports	Resources	
Store: Demo Store		🔎 Search	🕜 Help   Shortcut	s   Settings   Log	Out
Dashboard			Filter by Stor	re: All Stores [ Chang	e]
Alerts		Links			
Message         Unrecognized Clock-In Employee from POS            Request to Cover Shift Received             Wessage from Employee 4             Current          Sales By Day             Today             Sales             Sales             Sales	Date 8/8/2016 8/7/2016 7/20/2016 7/19/2016 View All ₩ Prev Year \$0	Monthly Progress	16 Jul 16	X 0 ↓ Aug 16	
Store: Demo Store		,o Sei	arch   🕜 Help	Shortcuts   Settir	ngs   Log Ou
Settings (i) My Settings Set your personal preferences for throughout CimpleBox	experience	Stellor	<b>ore Settings</b> t your store preferen ations to manage	ces or add additiona	al store
Configure notification events for you mobile phone	our email and				



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## 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 available for all reports

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



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

Notification Message		Mobile Text Message	Email	Additional Recipients	Send Tim
Daily Summary Get a store daily summary, including sales nu ransaction counts	Additional E	mail Recipients	$\boxtimes$	[Edit List]	12 AM 🔻
Detailed Daily Summary Receive a copy of your store's Daily Summar	Select a Notification Type Daily Summary			Edit List]	12 AM 1
Sales Entry Be notified when a sales number is manually tore	Add Recipient			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