

# Configure Alerts

Last Modified on 12/15/2015 12:57 pm EST

To turn OFF / ON specific types of Alerts

Choose **Alerts** in the **Menu Bar**

Use the **Drop Down Menus** to check and uncheck your preferences



## Alert Notification Control

Alert	Locations and Delivery Methods
Messages From Managers and Staff	6 Alert Deliveries <input type="button" value="v"/>
When a Schedule is Published	3 Alert Deliveries <input type="button" value="v"/>
Shift Trade / Swap Activity	3 Alert Deliveries <input type="button" value="v"/>
Paid Time Off Approval	<input checked="" type="checkbox"/> All Locations <input checked="" type="checkbox"/> <b>Main</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Dashboard</li><li><input checked="" type="checkbox"/> Txt Message</li><li><input checked="" type="checkbox"/> Email</li></ul>