

# Configuring Alerts [subscribe and unsubscribe]

Last Modified on 10/27/2023 1:17 pm MDT

To turn OFF / ON specific types of Alerts.

Click on the **Alerts** tab in the **Employee Profile**

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

## Edit Profile for Sample Employee

[Edit Availability, Days Off and Activate/Inactivate](#)

[Back to Employee List](#)

Profile Schedules / Roles Salary / Wages Permissions **Alerts** Admin Alerts Reminders, Certs & Custom Input Manager Notes

**ON** Employee Alert Notifications

Set / Unset the delivery method of all Employee Alerts

All Email  All Txt Messages  All Push Notifications

✔ = Delivery Method will be received. It is verified!

| Alert Description                    | Schedules and Delivery Methods  |
|--------------------------------------|---|
| Messages From Managers and Employees | 12 of 12 Alert Deliveries   |
| When a Schedule is Published         | 4 of 12 Alert Deliveries  |
| Missed Clock-In / Out                | <input type="checkbox"/> All Schedules<br><input checked="" type="checkbox"/> <b>Administrative</b>   |
| On Call Status Change                | <input checked="" type="checkbox"/> Dashboard ✔<br><input checked="" type="checkbox"/> Txt Message ✔<br><input checked="" type="checkbox"/> Email ✔ |
| When Break is Ending                 | <input checked="" type="checkbox"/> Push Notifications  |
| Shift Trade / Swap Activity          | <input type="checkbox"/> <b>Kitchen</b>   |
| Shift Offer Activity                 | <input type="checkbox"/> Dashboard ✔<br><input type="checkbox"/> Txt Message ✔  |
| Paid Time Off / Sick Approval        | <input type="checkbox"/> Email ✔<br><input type="checkbox"/> Push Notifications   |
| Auto Clock-Out / Failed to Clock-Out | <input type="checkbox"/> <b>Service</b>   |

**Notification Methods** must be verified from the **Employee Profile** in order to receive **Text** and **Email** alerts.

### Contact Information

Merge: Move Shifts, Punches, Wages, Roles, Tips and PTO from  to this Employee

ON  
Active

Preferred Gender Pronouns

First Name (or nickname)

Legal First Name (payroll)

Middle Name

Last Name

#### Notification Methods

Push Notifications: **No Device Detected**  
*Download the DolceClock App for Apple or Android phones to get notifications*

Email Address

Verification Key

Verified   
*Verification key must be entered to receive alerts*

Phone Number (with areacode)

Verification Key

Verified   
*Verification key must be entered to receive alerts*

Employee Login

New Password

Confirm New Password

4 digit Quick Pin Clock-In (Only applicable to Clock-In Stations Setup as Quick Pin Stations)

4 Digits

Password must contain at least: 6 characters, 1 uppercase letter, 1 lowercase letter, no more than three identical consecutive characters.

<https://dolcesoftware.knowledgeowl.com/help/text-messages-alerts-and-push-notifications>