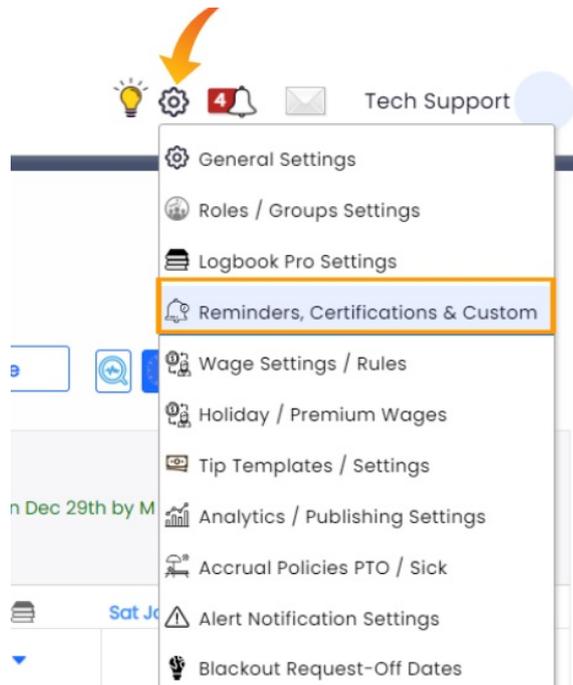


Employee Certifications and Reminders

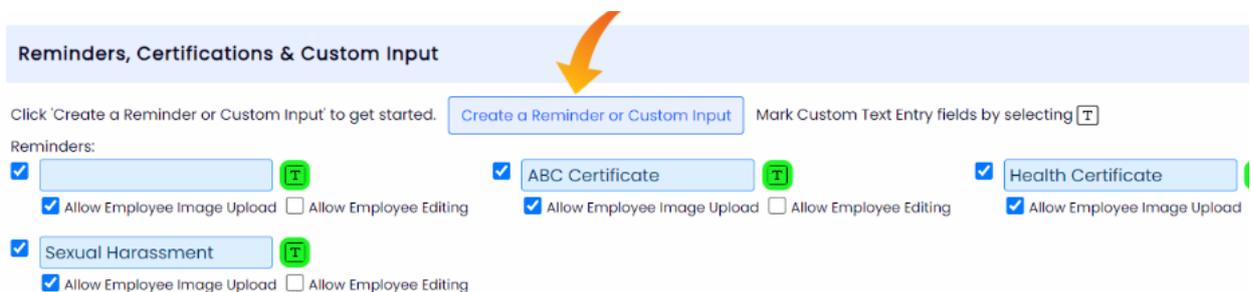
Last Modified on 01/10/2024 2:37 pm MST

Creating a Certification or Reminder

1. From the **Gearwheel Menu**, go to **Reminders, Certifications & Custom**



2. From the Certification page, press **Create a Reminder or Custom Input** to add custom reminders as shown in the image below:



3. Add certifications to the appropriate locations or departments:



Applying Certification Date or Anniversary to Employees

1. Go to the employee profile, and select their **Reminders, Certs & Custom Input** tab.
2. Enter Certification Start Date, and Expiration Date. Or, in the event of an Anniversary, use the Interval as the entry.

Viewing Approaching Dates and Receiving Alerts

Running a Report

From **Reports**, Select **Reminders and Certifications**

Enter dates and criteria for search, and **Show Report**

Setting Alerts

To set alerts for approaching expirations, go to a manager's **Admin Alerts**

Edit Availability, Days Off and Activate/Inactivate

Profile Schedules / Roles Salary / Wages Permissions Alerts **Admin Alerts** Reminders, Certs & C

ON Admin Alert Notifications

Set / Unset the delivery method of all Admin Alerts

All Email All Txt Messages All Push Notifications

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

Choose preference for Dashboard, Text, or Email

Warn on Employee Reminders & Certifications

Warn on Reminders & Certifications Image Upload

If Required Clock-In/Out Prompt Succeeds/Fails

Email Only (s)

Alert Description	10 of 20 Alert Deliveries
Clock-In/Out (○ Changes-Only or ○ All) Notes sent at End of Day	<input type="checkbox"/> All Schedules <input type="checkbox"/> Guest House Bartender <input checked="" type="checkbox"/> Dashboard ✔ <input type="checkbox"/> Txt Message <input type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications ✔
Clock-In/Out (● Changes-Only or ○ All) Notes sent at End of Week	<input type="checkbox"/> Bar Prep Tip Out <input checked="" type="checkbox"/> Dashboard ✔ <input type="checkbox"/> Txt Message <input type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications ✔
Detail Daily / Weekly Analytics Email	<input type="checkbox"/> Home FOH