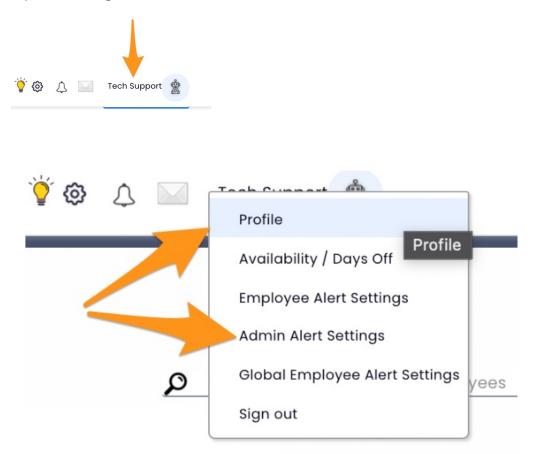# Admin Alerts

Teamwork has robust alerting. Administrators (managers with any level of permission) can define how system alerts are delivered, ie. by email, text, push notification, or dashboard. Because our system has the potential to send you **a lot of information**, we want to be sure you are confident customizing these!

Settings are customizable per user.
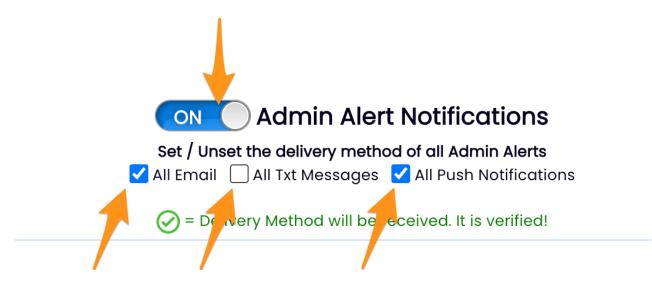
Go to user's profile settings:

Select **Admin Alerts**

For each alert type, select the delivery methods desired.

You can make bulk adjustments to the delivery method, or turn them off entirely to silence. (When you turn them back on, any customizations will be preserved!)

Phone and Email must be verified to receive text or email.

If un-verified, press "Email / Text Me the Key" to receive a verification code.

Profile   Schedules / Roles   Salary / Wages   Permissions   Alerts

Contact Information

Merge: Move Shifts, Punches, Wages, Roles, Tips and PTO from 🔍 find an emplo

Notification Methods

Preferred Gender Pronouns

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

First Name (or nickname)

Tech

Email Address

test@test.com

Legal First Name (payroll)

Verification Key 1abc

Middle Name

Verified Email Me the Key
*Verification key must be entered
to receive alerts*

Last Name

Support

Unverified: No Txts
Phone Number (with areacode)

800-588-2300

Verification Key

Text Me the Key

*st be entered
to receive alerts*