

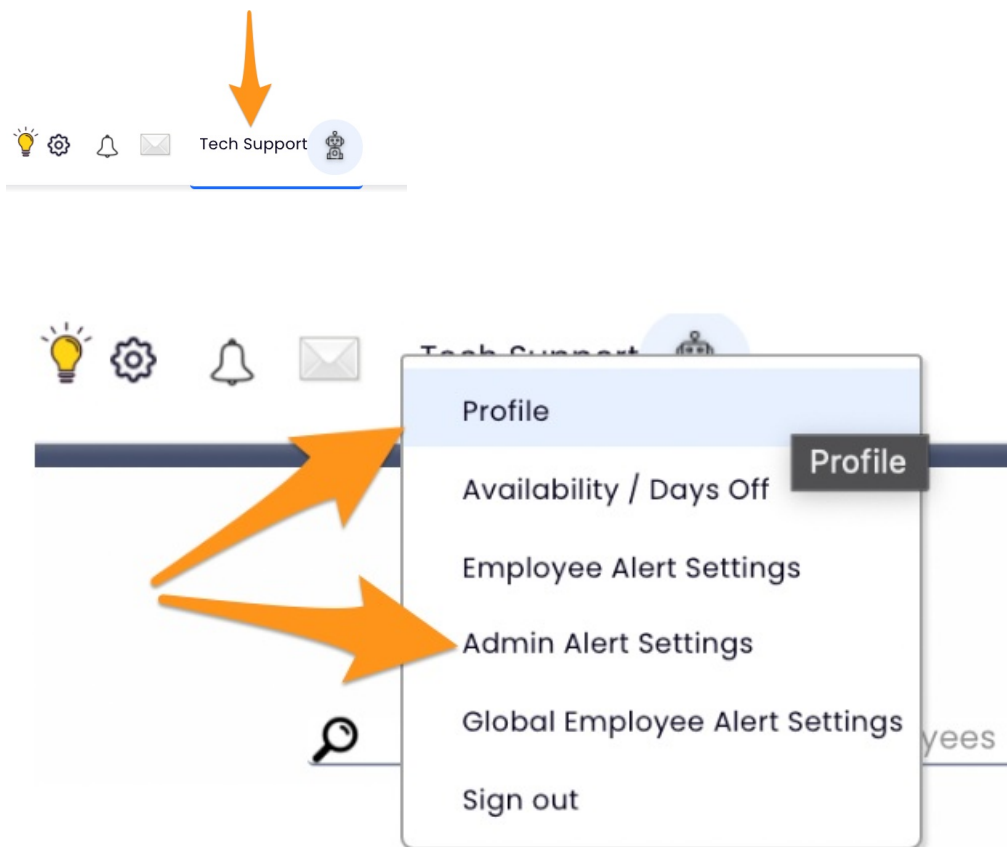
# Automated Reports

Last Modified on 07/19/2023 8:14 am MDT

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.

Email Only (sent once a day)	
Alert Description	Schedules and Delivery Methods
Clock-In/Out ( <input type="radio"/> Changes-Only or <input type="radio"/> All) Notes sent at End of Day	5 of 5 Alert Deliveries
Clock-In/Out ( <input checked="" type="radio"/> Changes-Only or <input type="radio"/> All) Notes sent at End of Week	<input checked="" type="checkbox"/> All Schedules <input checked="" type="checkbox"/> <b>THE SAMPLER</b> <input checked="" type="checkbox"/> Email
Detail Daily / Weekly Analytics Email	<input checked="" type="checkbox"/> <b>BOH</b> <input checked="" type="checkbox"/> Email
Rollup Daily / Weekly Analytics Email	<input checked="" type="checkbox"/> <b>Management</b> <input checked="" type="checkbox"/> Email
Daily Hourly Labor Email	<input checked="" type="checkbox"/> <b>FOH</b> <input checked="" type="checkbox"/> Email
Daily Logbook Email	<input checked="" type="checkbox"/> <b>Admin</b> <input checked="" type="checkbox"/> Email
More 'Daily Logbook Email' emails (comma separated)	
Daily Break Violations Email	5 of 5 Alert Deliveries
Aniversaries and Birthdays Email	5 of 5 Alert Deliveries
Role Statistics Email	5 of 5 Alert Deliveries
More 'Role Statistics Email' emails (comma separated)	
Daily Hrs Scheduled / Worked / Eff Wage Email	5 of 5 Alert Deliveries
More 'Daily Hrs Scheduled / Worked / Eff Wage Email' emails (comma separated)	

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!)

  
 **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!



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

Preferred Gender Pronouns <input type="text"/>	<b>Notification Methods</b>
First Name (or nickname) <input type="text" value="Tech"/>	Push Notifications: <b>No Device Detected</b> <i>Download the DolceClock App for Apple or Android phones to get notifications</i>
Legal First Name (payroll) <input type="text"/>	Email Address <input type="text" value="test@test.com"/>
Middle Name <input type="text"/>	Verification Key <input type="text" value="labc"/>
Last Name <input type="text" value="Support"/>	<b>Verified</b> <a href="#">Email Me the Key</a> <i>Verification key must be entered to receive alerts</i>
	<b>Unverified: No Txts</b> Phone Number (with areacode) <input type="text" value="800-588-2300"/>
	Verification Key <input type="text"/>
	<a href="#">Text Me the Key</a> <i>Verification key must be entered to receive alerts</i>