

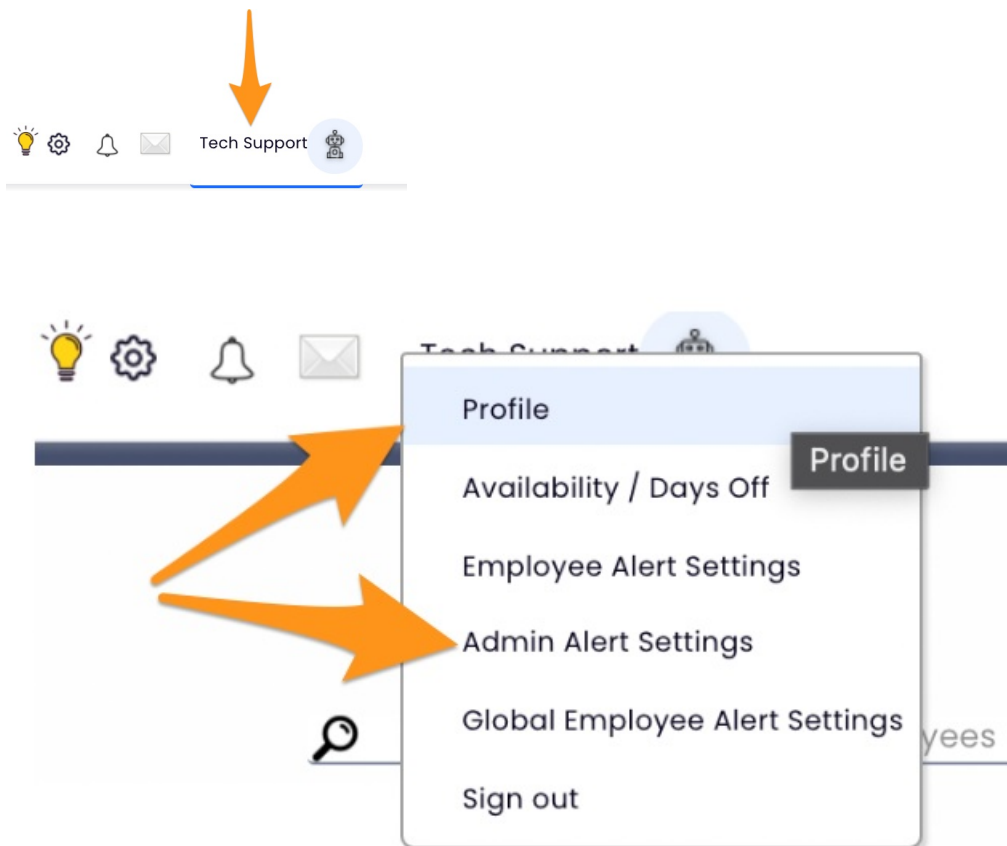
# Configuring Your Admin Alerts

Last Modified on 10/09/2023 1:33 pm 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.

Edit Availability, Days Off and Activate/Inactivate

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

**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!

Alert Description	Schedules and Delivery Methods
New Clock-In Station Created	8 of 8 Alert Deliveries
Employee Requesting Days Off	8 of 8 Alert Deliveries
Employee Requesting Shift Prefs	8 of 8 Alert Deliveries
Shift Trade/Swap Requests from Employees	8 of 8 Alert Deliveries
Clock-In Changes including Notes	8 of 8 Alert Deliveries
New Employee Created	<input checked="" type="checkbox"/> All Schedules <input checked="" type="checkbox"/> Main <input checked="" type="checkbox"/> Dashboard ✔ <input checked="" type="checkbox"/> Txt Message ✔ <input checked="" type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications
Employee Requesting Shift Prefs	<input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Dashboard ✔ <input checked="" type="checkbox"/> Txt Message ✔ <input checked="" type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications
Break In/Out	<input checked="" type="checkbox"/> Dashboard ✔ <input checked="" type="checkbox"/> Txt Message ✔ <input checked="" type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications
Break Over Length	<input checked="" type="checkbox"/> Dashboard ✔ <input checked="" type="checkbox"/> Txt Message ✔ <input checked="" type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications
Auto Clock-Out / Failed to Clock-Out	<input checked="" type="checkbox"/> Dashboard ✔ <input checked="" type="checkbox"/> Txt Message ✔ <input checked="" type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications
Schedule Not Published	<input checked="" type="checkbox"/> Dashboard ✔ <input checked="" type="checkbox"/> Txt Message ✔ <input checked="" type="checkbox"/> Email ✔ <input checked="" type="checkbox"/> Push Notifications

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.



## Contact Information

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

Preferred Gender Pronouns

First Name (or nickname)

Legal First Name (payroll)

Middle Name

Last Name

### Notification Methods

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

Email Address

Verification Key

**Verified** [Email Me the Key](#)  
Verification key must be entered to receive alerts

Unverified: No Txts  
Phone Number (with areacode)

Verification Key

[Text Me the Key](#)  
Verification key must be entered to receive alerts