
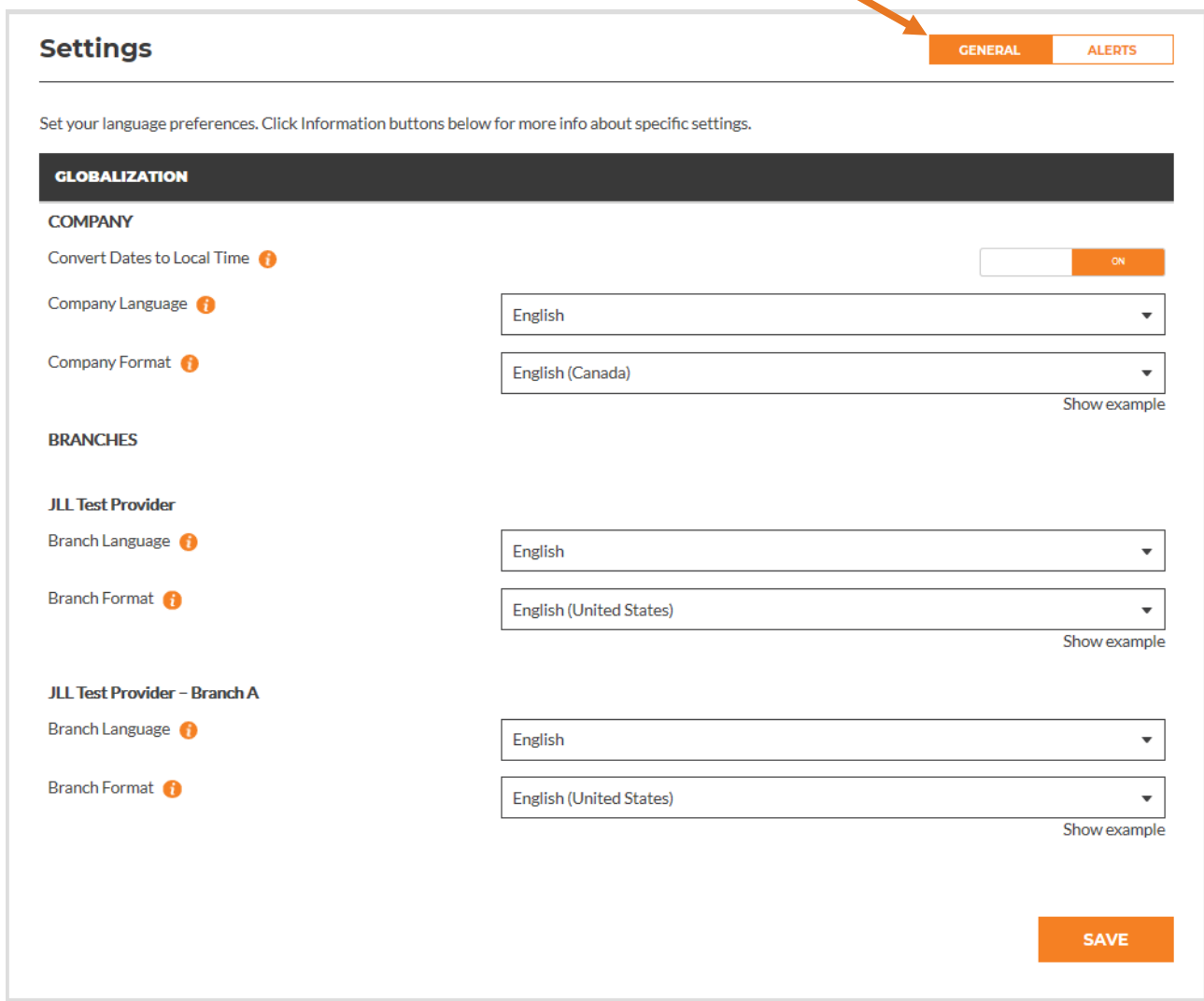


Quick Reference Guide

CorrigoPro – Service Pro Settings

- Click on the  symbol at the top right of the page
- You have two settings to choose from; General and Alerts
 - General
 - General settings allow you to edit your Company and Branches





Settings


Set your language preferences. Click Information buttons below for more info about specific settings.

GLOBALIZATION

COMPANY


Convert Dates to Local Time  ON


Company Language  English

Company Format  English (Canada) [Show example](#)


BRANCHES


JLL Test Provider

Branch Language  English

Branch Format  English (United States) [Show example](#)

JLL Test Provider - Branch A

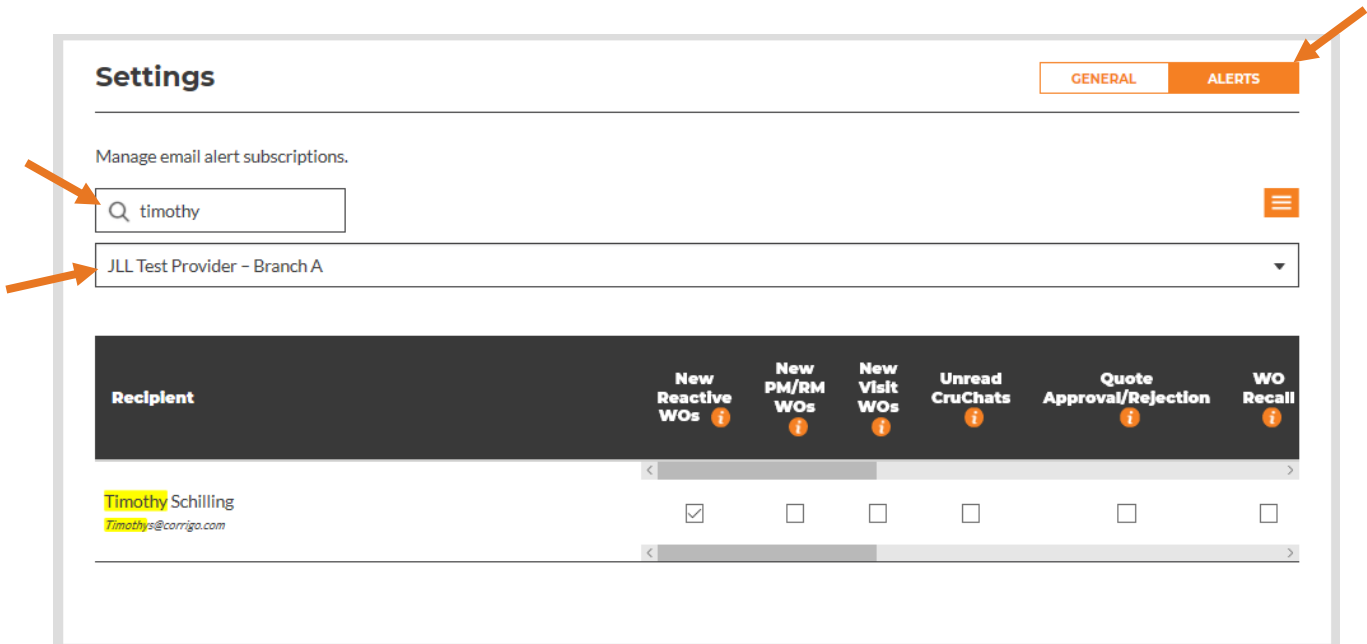
Branch Language  English


Branch Format  English (United States) [Show example](#)

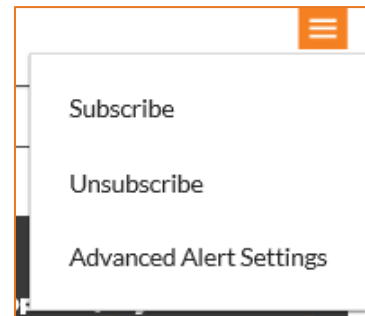
SAVE

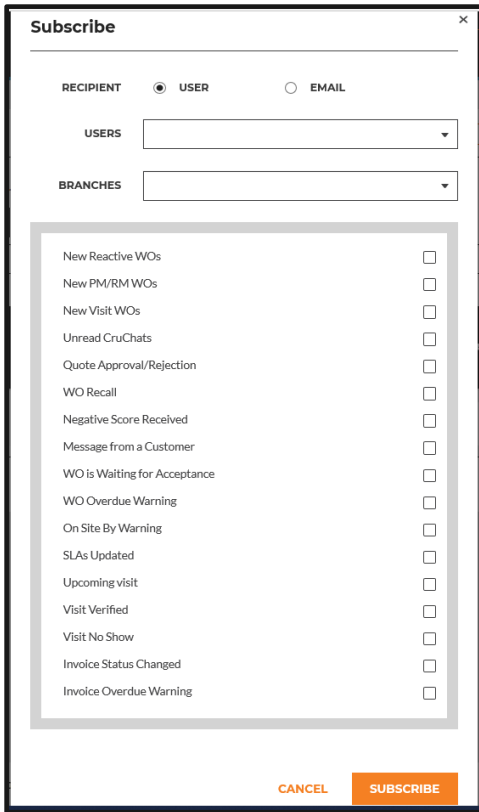
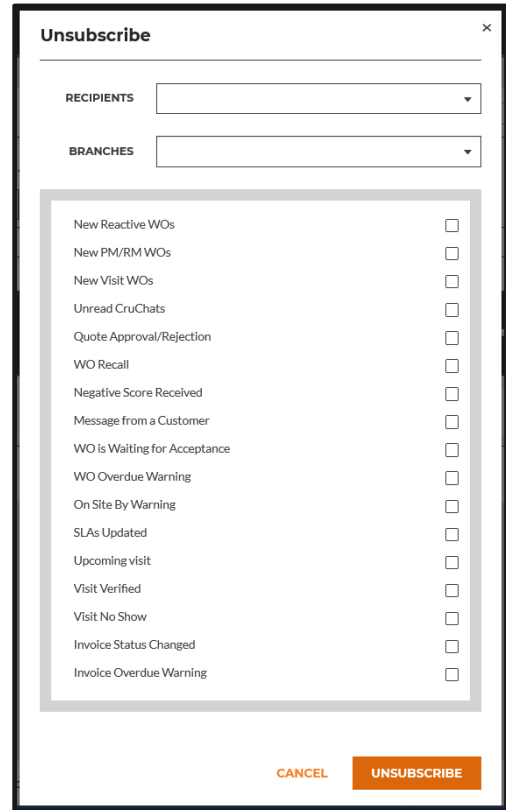
- Edit the above settings and click **Save** to save any changes
- Alerts

- The Alerts section will allow you to modify all user email alerts that are sent out to select recipients
- Filter for specific users by typing their name in the search bar
- Filter by Branch on the drop-down bar below the search bar

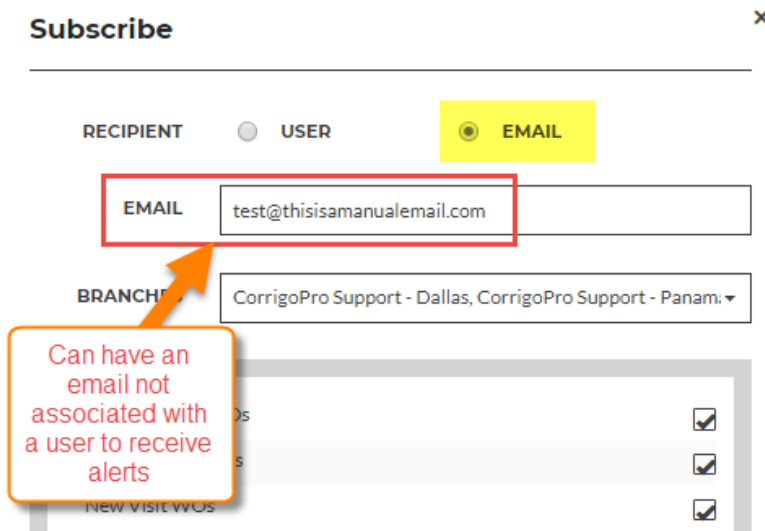


- Subscribe/unsubscribe from alerts by clicking on the checkboxes in the above screenshot
You can also click on the  to access advanced settings and mass subscribe/unsubscribe
- When you click on Subscribe or Unsubscribe, you will get the same pop-up, click on the checkboxes on the below screenshot to subscribe or unsubscribe users from these alerts. If left unchecked, no changes will be made based on the action chosen



- You can have a manual email address that is not associated with a user, receive email alerts. This email address however, will NOT receive any **Unread Cru Chat** alerts



- When you click **Advanced Alert Settings** you will be able to choose the time in advanced these alerts will be sent out

Advanced Alert Settings ×

Accept/Reject By SLA	<input type="text" value="12"/> hours	<input type="text" value="0"/> minutes in advance
Complete By SLA	<input type="text" value="48"/> hours	<input type="text" value="0"/> minutes in advance
On-Site By SLA	<input type="text" value="24"/> hours	<input type="text" value="0"/> minutes in advance
Upcoming visit	<input type="text" value="24"/> hours	<input type="text" value="0"/> minutes in advance
Invoice By SLA	<input type="text" value="48"/> hours	<input type="text" value="0"/> minutes in advance

CANCEL **SAVE**

VERSION CONTROL: *Revision: 1.0 | Tim Schilling | 11/14/19 | First Release*