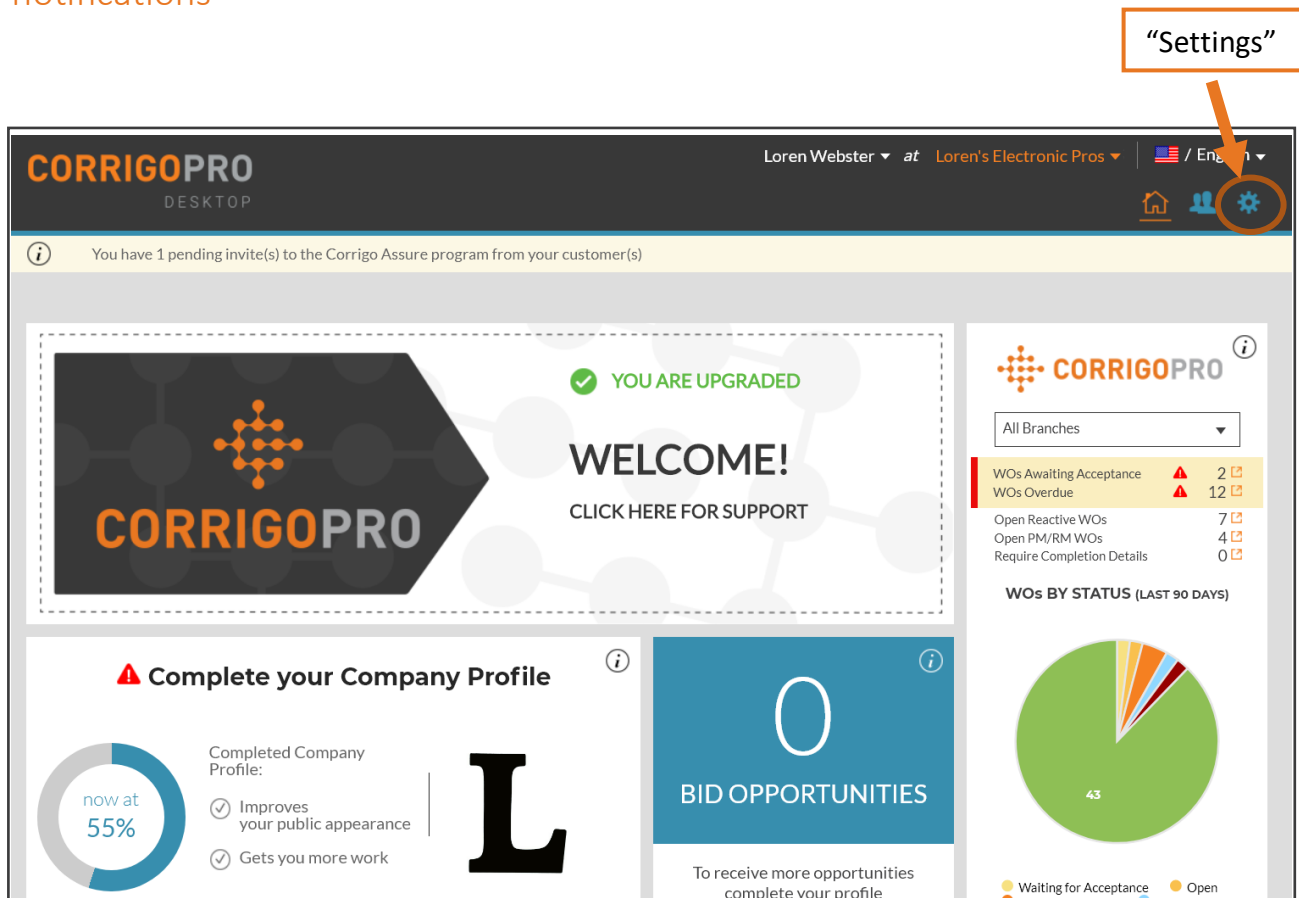


# Quick Reference Guide

## CorrigoPro - Managing Notifications (Administrators)

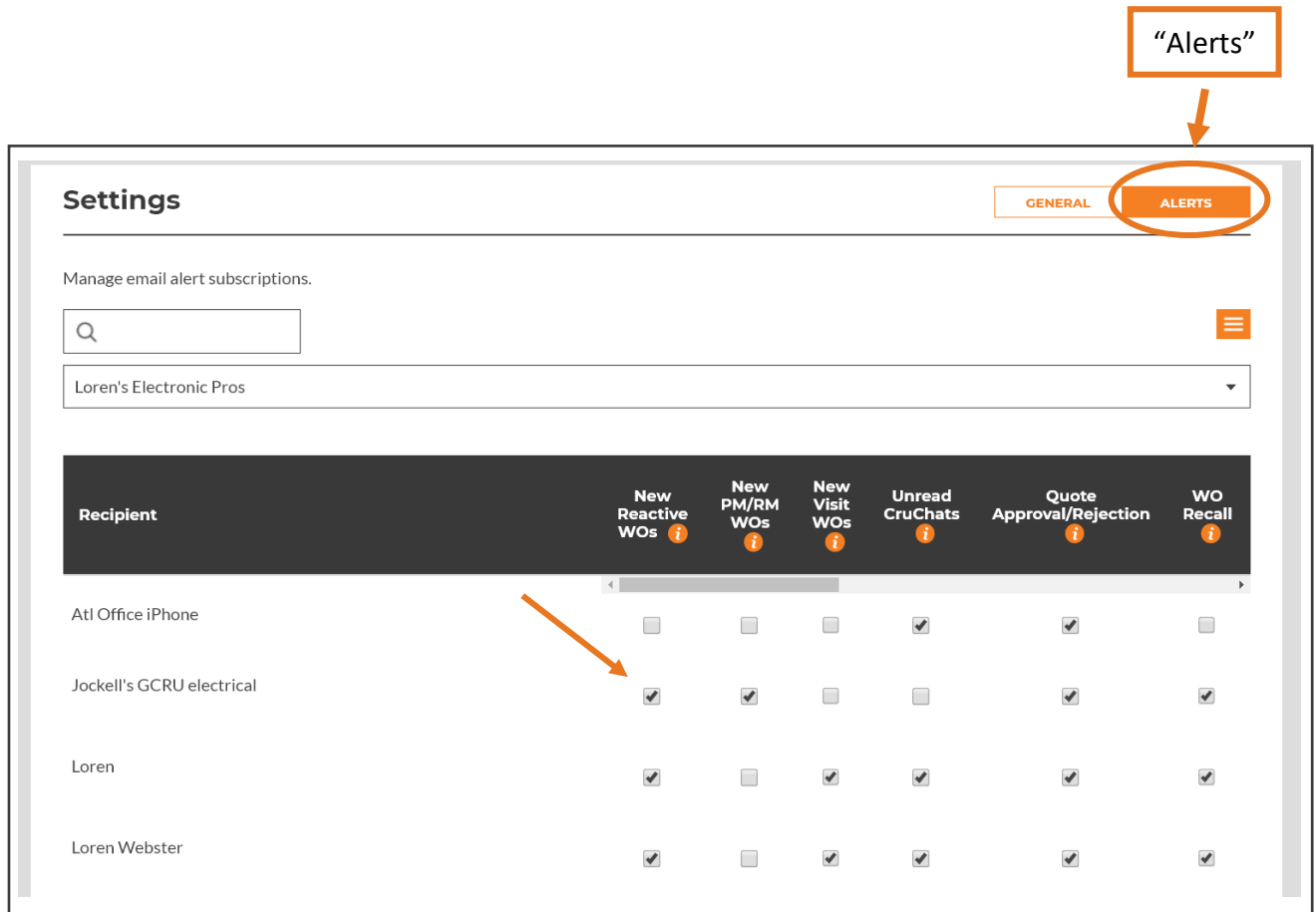
- Notifications can be managed by an account administrator or by individual user within their profile. Administrators will follow these steps to manage notifications

"Settings"

- Click the "Settings" gear in the top right corner of the page.

**"Alerts"**



**Settings**

Manage email alert subscriptions.

GENERAL **ALERTS**

Search:

Dropdown: Loren's Electronic Pros

Recipient	New Reactive WOs	New PM/RM WOs	New Visit WOs	Unread CruChats	Quote Approval/Rejection	WO Recall
Atl Office iPhone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jockell's GCRU electrical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loren Webster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click **"ALERTS"** at the top right corner of the page
- Click the checkbox next the Recipient and Alert type to either Enable or Disable the email alert