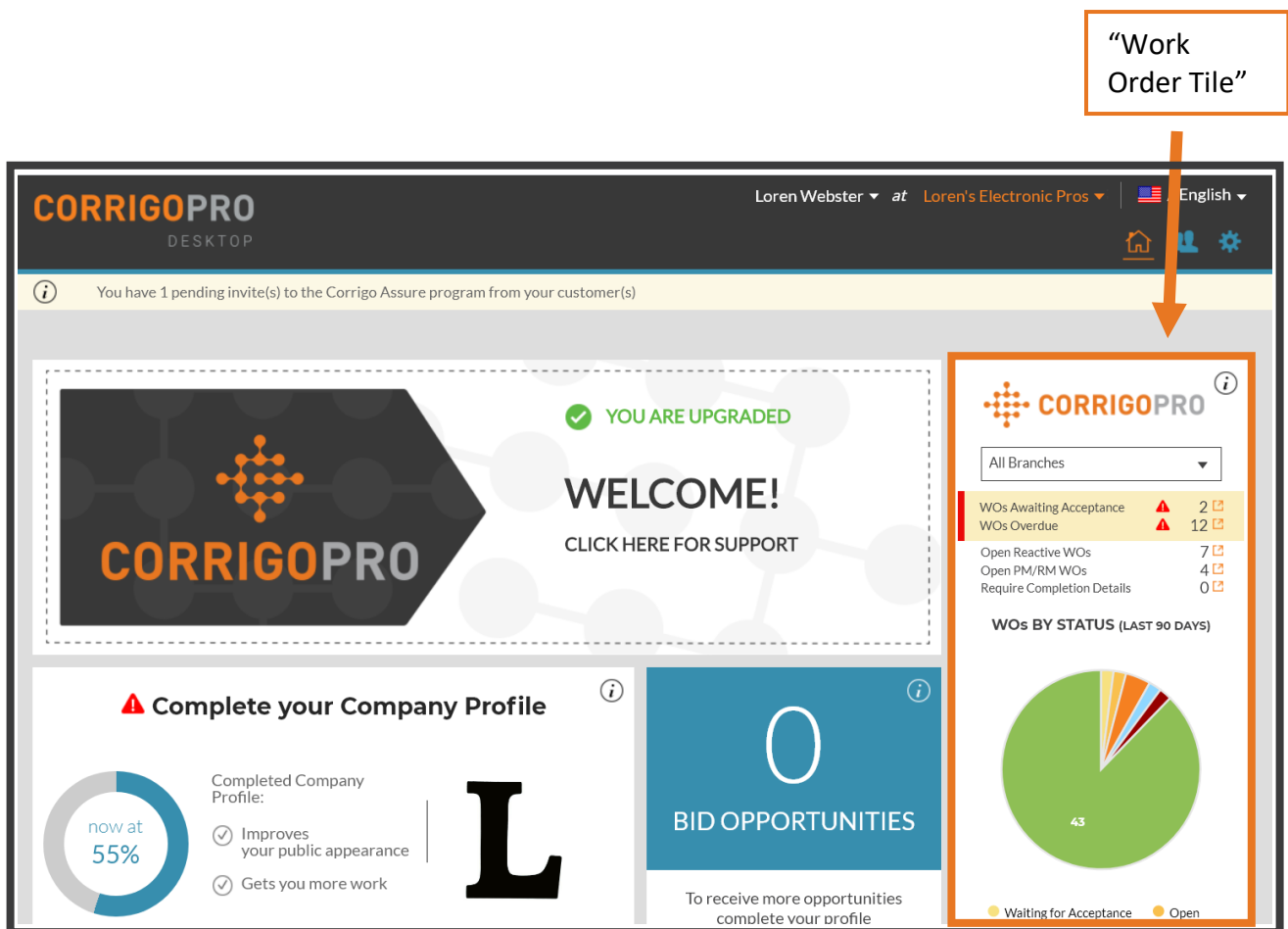


Quick Reference Guide

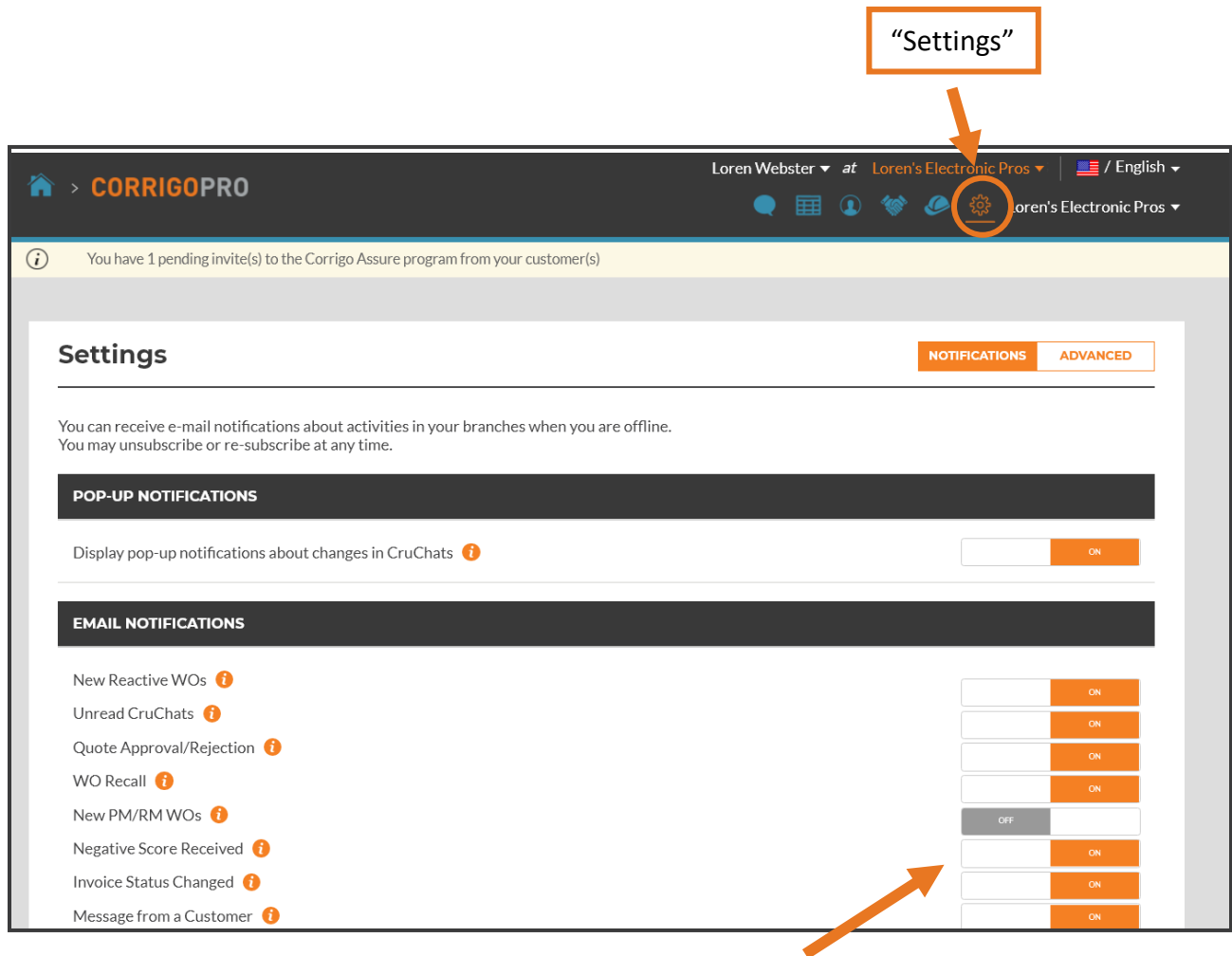
CorrigoPro- Managing Notifications (Users)

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



The screenshot shows the CorrigoPro Desktop interface. At the top, there's a header with the CorrigoPro logo, user name 'Loren Webster', and language 'English'. A notification bar states 'You have 1 pending invite(s) to the Corrigo Assure program from your customer(s)'. The main content area includes a 'WELCOME!' message with a 'CLICK HERE FOR SUPPORT' link. Below this, there's a 'Complete your Company Profile' section showing a progress bar at 55% and a 'BID OPPORTUNITIES' section showing 0 opportunities. On the right, there's a 'Work Order Tile' highlighted with an orange box and an arrow pointing to it from a label 'Work Order Tile'. This tile displays a list of work orders: 'WOs Awaiting Acceptance' (2), 'WOs Overdue' (12), 'Open Reactive WOs' (7), 'Open PM/RM WOs' (4), and 'Require Completion Details' (0). Below this list is a 'WOs BY STATUS (LAST 90 DAYS)' pie chart showing 43 total work orders, with a legend for 'Waiting for Acceptance' and 'Open'.

- Click the "Work Order" tile on the homepage.



Click the slider bar to enable or disable the alert

- Click “SETTINGS” at the top right corner of the page
- Next, click the slider to turn each alert on or off