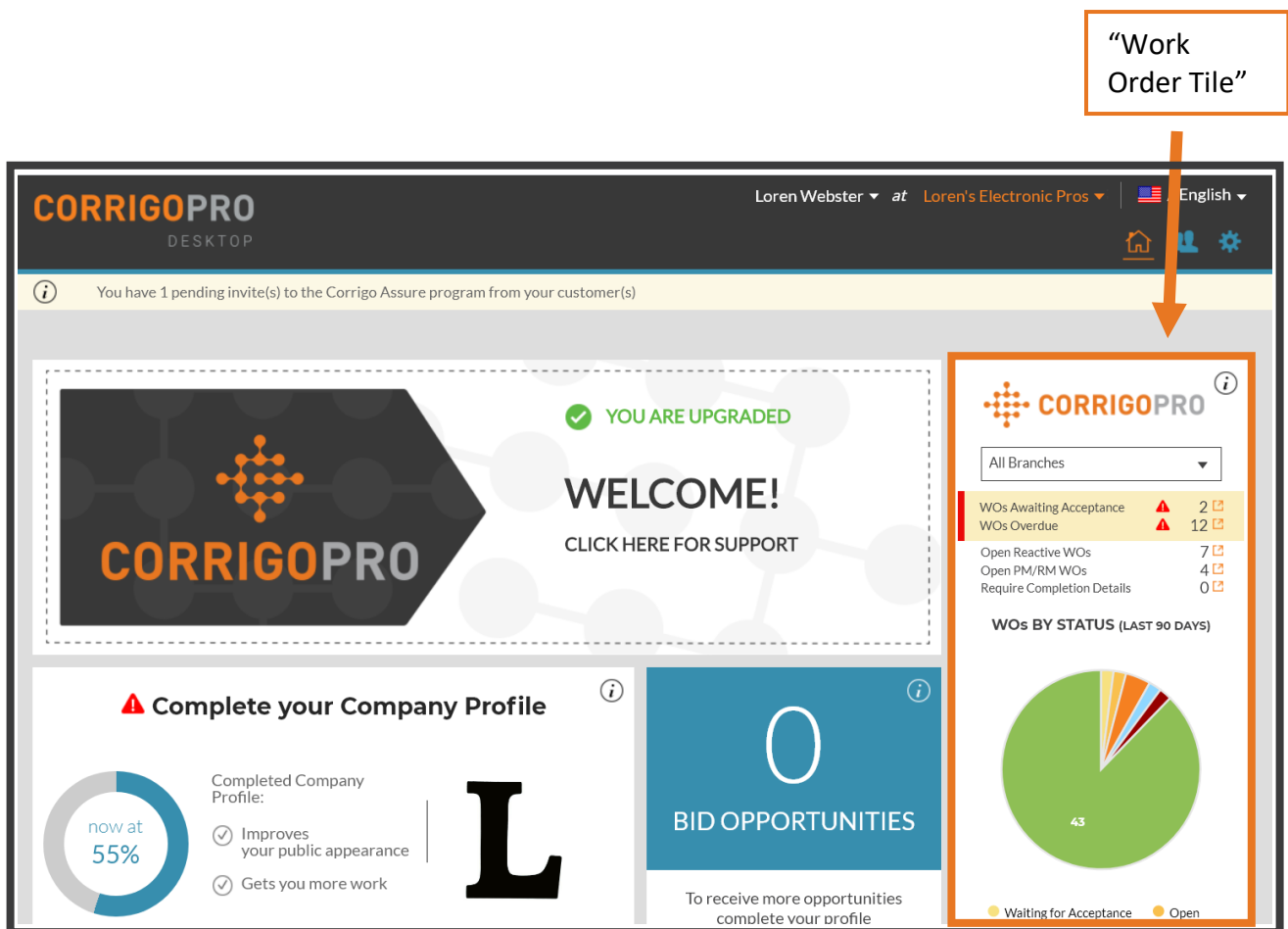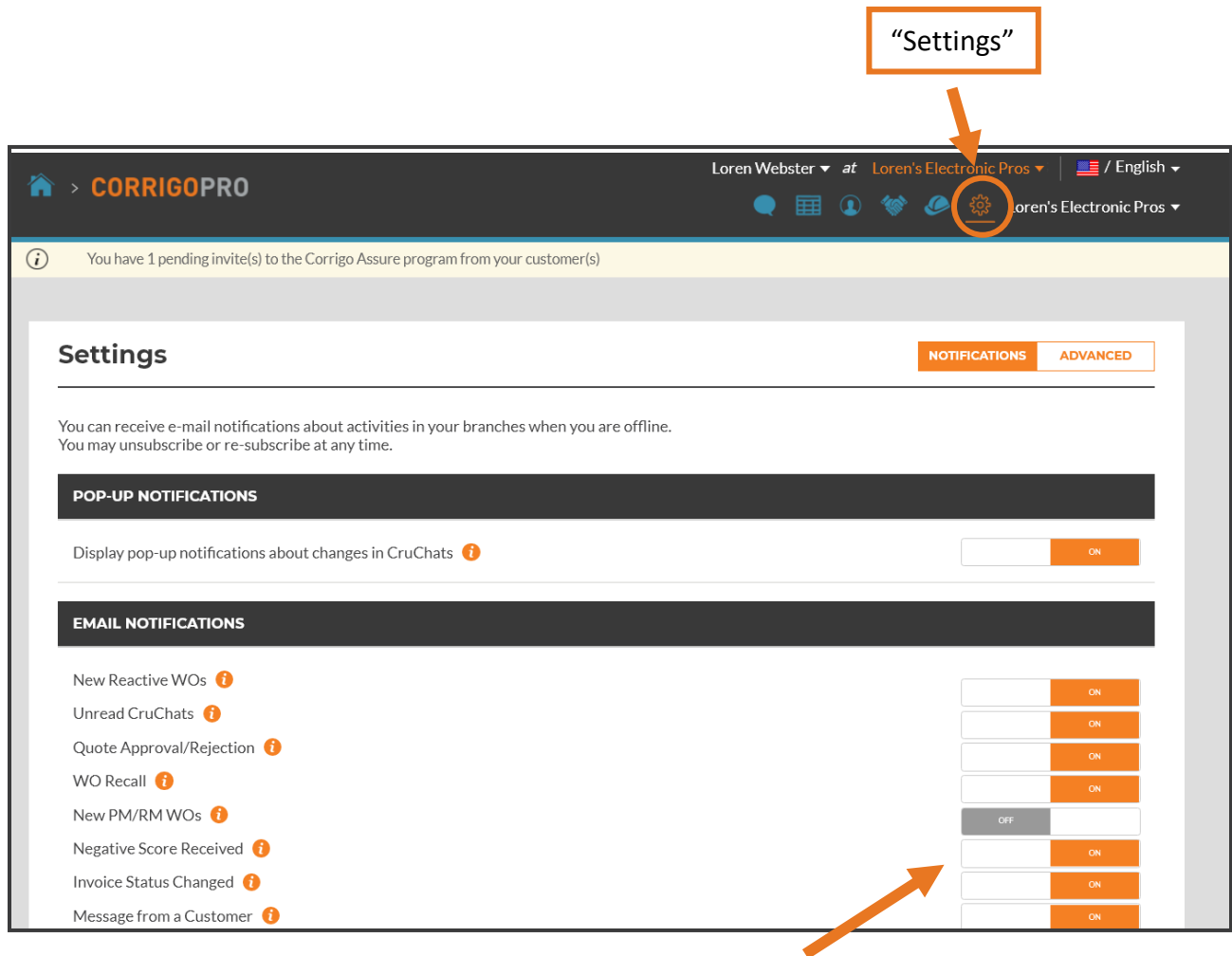![corrigo logo]

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

"Work Order Tile"

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

"Settings"

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