





Setting Your Notification Preferences

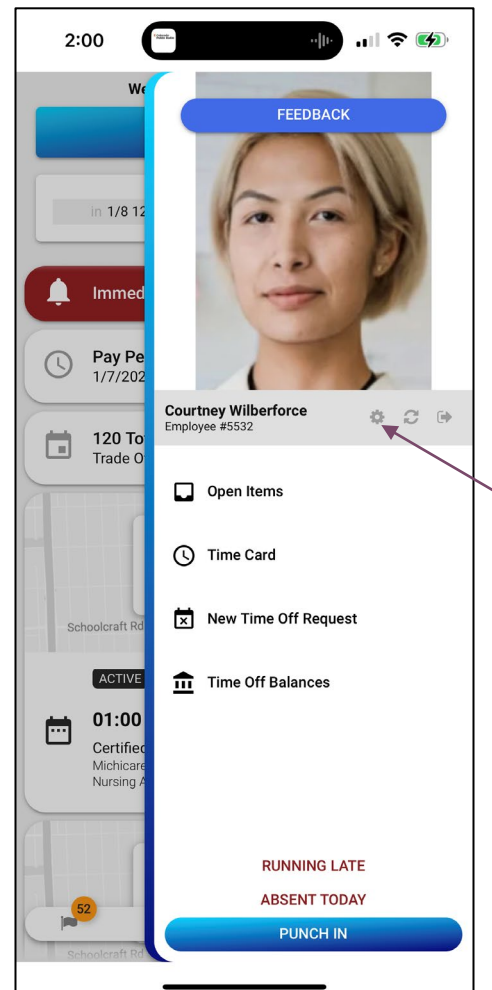
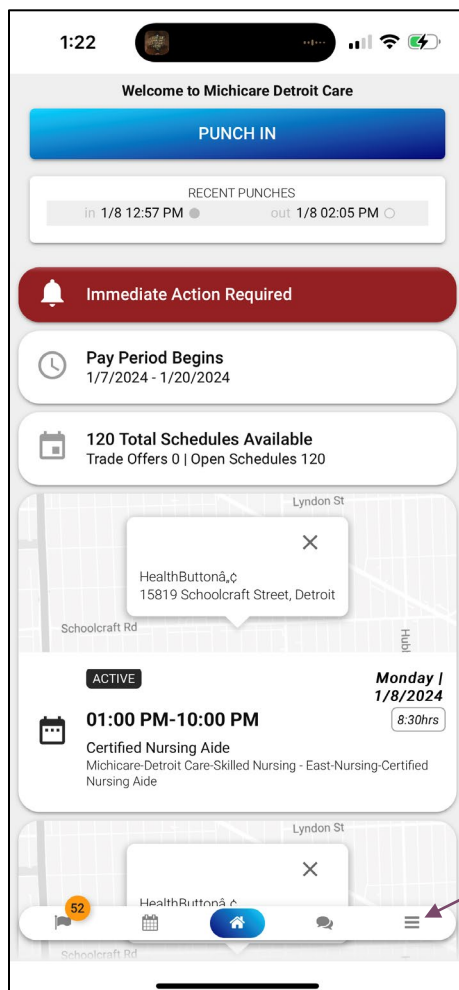
There are three ways you can receive notifications in My Attendance Manager:

App – through an app for prompting immediate interaction

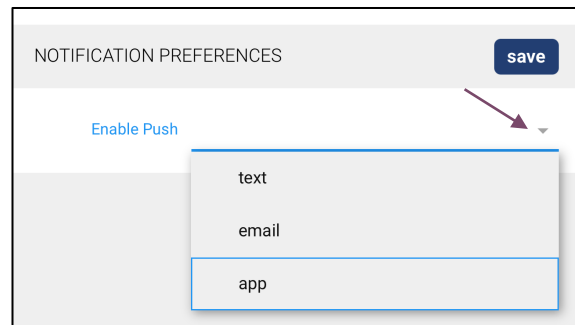
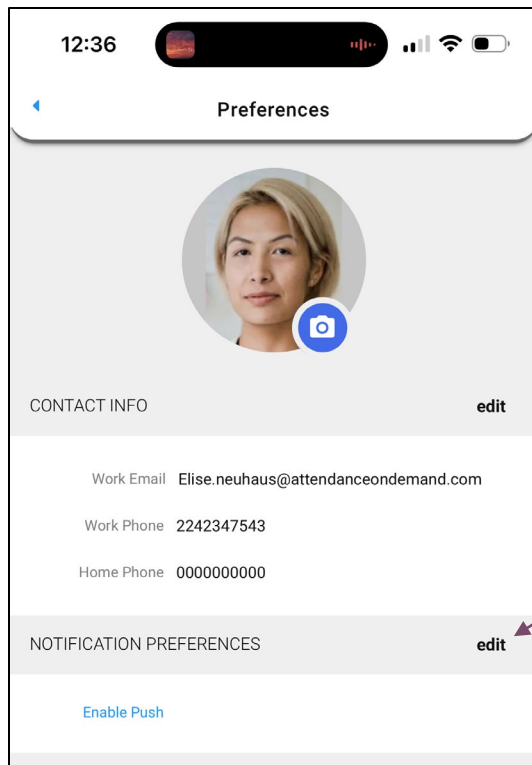
Text – through a text message on your mobile device

Email – through your email

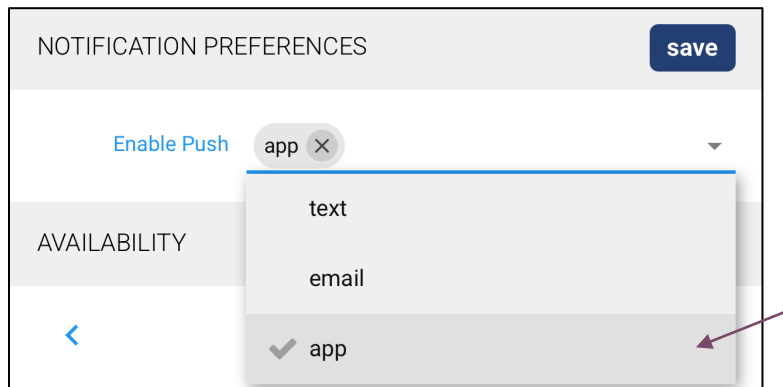
Select the method for receiving notifications in the Preferences screen of My Attendance Manager. To access the Preferences screen, tap the menu button  in the home screen and tap the Preference Settings button  in the employee panel.



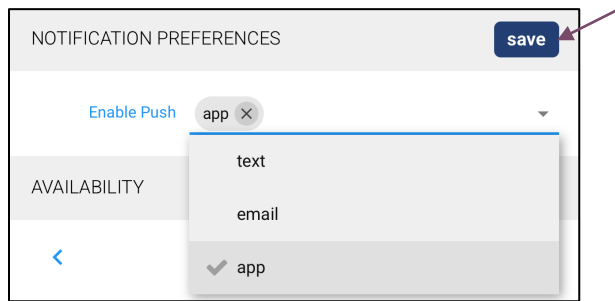
In the Preferences screen tap **edit** to enable the drop-down arrow to appear. Tap the down-arrow to view the list of preferences (text, email and app).



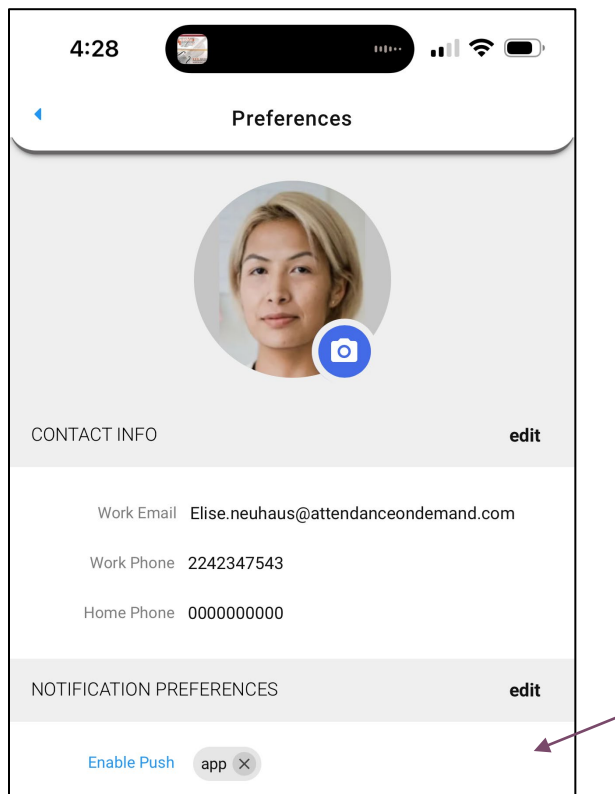
Selected preferences area displayed with a check mark in the drop-down list.



Tap the **Save** button after you have selected your notification preferences.



Selected preferences will be displayed in the Notification Preferences field.



To change your notification preference, tap the **edit** button and tap the down arrow to open the drop-down list of preferences. Tap the preference to remove the check mark and tap the **Save** button. The preference will be removed from the Enable Push field.

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