

Client User Notification Settings

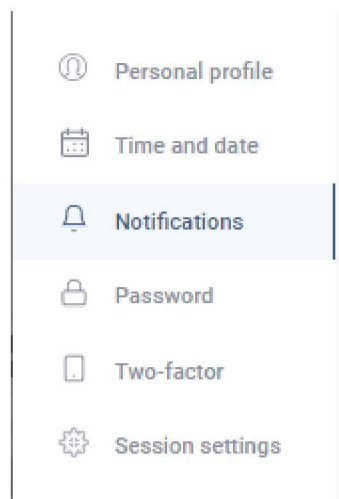
There are two places clients can control their notification settings. The first controls the default settings, and the second controls their per engagement notifications.

Default Notifications

To change default notifications, login and go to My Account. This is found in the bottom right corner of the screen, between the Feedback and the Logout buttons.



On the My Account page, click on Notifications in the left column.



This page will allow you to manually trigger any notifications accrued since your last digest was sent, change the frequency of notifications or the types of actions you are notified about.

Notifications

You have no new notifications

Last notification email sent on 02/15/2023 at 05:16 AM

[Send notifications now](#)

Email notification settings

How often would you like to receive email notifications?

Daily - Morning ▾

Include the following notifications:

<input checked="" type="checkbox"/> Report delivery notifications	<input checked="" type="checkbox"/> User assignments	<input checked="" type="checkbox"/> Request comments
<input checked="" type="checkbox"/> Invited to a new engagement	<input checked="" type="checkbox"/> New file upload	<input checked="" type="checkbox"/> Request status change
		<input checked="" type="checkbox"/> A new request is created

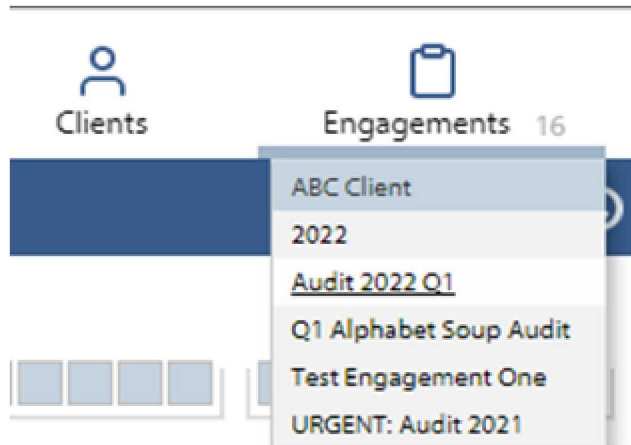
[Cancel](#) [Save settings](#)

Click the drop-down menu to change the frequency, or check and uncheck boxes to control what kind of actions are included in your digest.

Be sure to save any changes before you leave the page.

Per Engagement Notifications

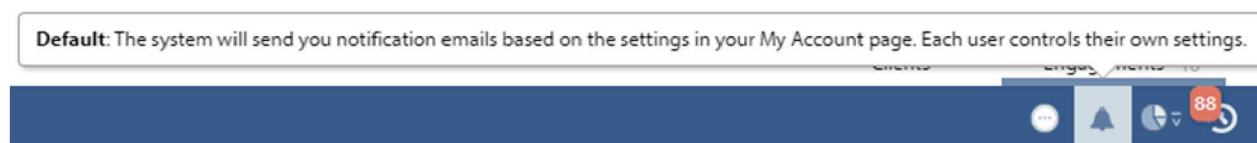
To edit notifications for individual engagements, hover over Engagements in the top right corner and click on the name of the engagement.



In the top right corner of the engagement page, there is a bell icon.








Hovering over this icon will give you a glimpse of your current settings in this engagement.



Click on the bell icon to open the options for notifications within the engagement. It will bring up this box.

Engagement Notification Settings X

Each user controls their own settings :

-  **Mute** : The system will not send you any notification emails.
-  **Assignments** : The system will only send you notification emails for actions on requests that you are assigned to.
-  **Default** : The system will send you notification emails based on the settings in your My Account page.
-  **Escalated Assignments** : The system will send you notification emails every 10 minutes for actions on requests that you are assigned to. Notification emails on non-assigned requests will still be sent based on the settings in your My Account page.
-  **Escalated** : The system will send you notification emails for all activity every 10 minutes.

[Change Notification Settings](#)

Select the circle to the left of the option you would like to activate, and then click Change Notification Settings.