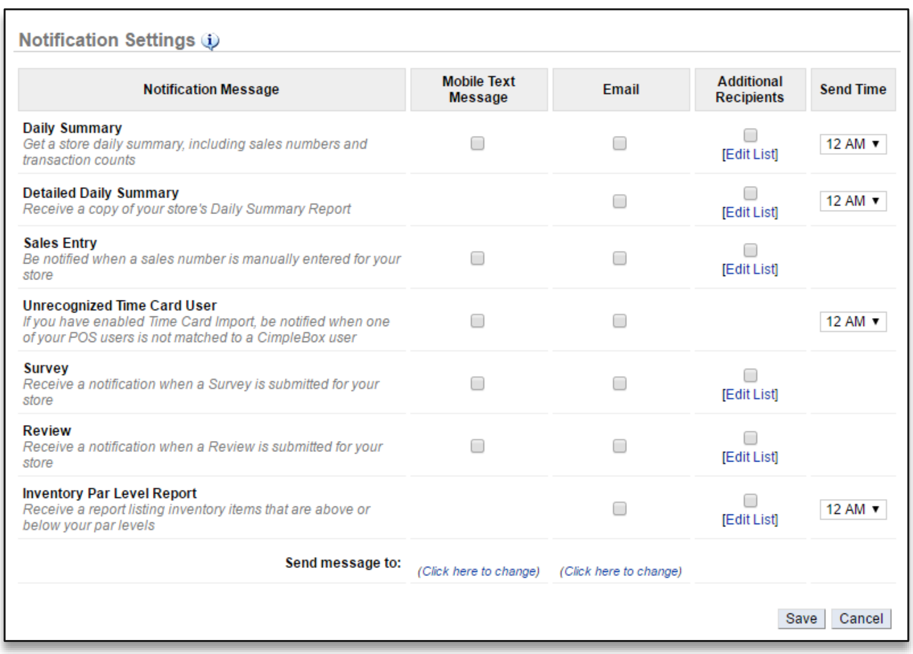
NOTIFICATION SETTINGS

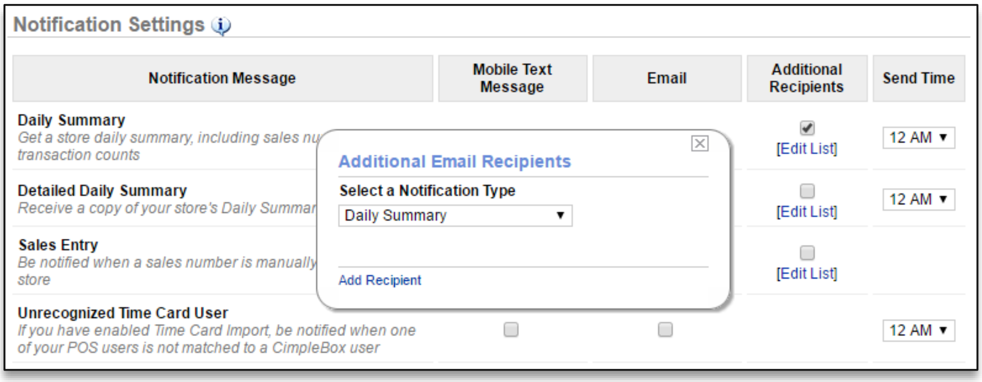
The Notification settings platform allows you to set notification preferences for available reports. This makes it easy for you to receive reports and other information for your store once it is submitted or ready to view.

To set notification preferences:

1. Log into NCR Console and click **Settings** from the blue menu bar at the top of the page.
2. Click **Notification**
3. Under the **Mobile Text Message** column, check the boxes to the right of each report that you wish to receive notifications for
4. Under the **Email** column, check the boxes to the right of each report that you wish to receive notifications for
5. If you want report notifications to be sent to additional recipients, check the boxes to the right of each report under the **Additional Recipients** column
    - Not every method is available for every notification method



You can edit the recipient list at any time by clicking **Edit List**



1. Select delivery times by checking the dropdown arrow to the of each report under the **Send Time** column. This is not available for all reports
2. Click **Save**