

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

Notification Settings ⓘ

Notification Message	Mobile Text Message	Email	Additional Recipients	Send Time
Daily Summary <i>Get a store daily summary, including sales numbers and transaction counts</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Edit List]	12 AM ▼
Detailed Daily Summary <i>Receive a copy of your store's Daily Summary Report</i>		<input type="checkbox"/>	<input type="checkbox"/> [Edit List]	12 AM ▼
Sales Entry <i>Be notified when a sales number is manually entered for your store</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Edit List]	
Unrecognized Time Card User <i>If you have enabled Time Card Import, be notified when one of your POS users is not matched to a CimpleBox user</i>	<input type="checkbox"/>	<input type="checkbox"/>		12 AM ▼
Survey <i>Receive a notification when a Survey is submitted for your store</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Edit List]	
Review <i>Receive a notification when a Review is submitted for your store</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Edit List]	
Inventory Par Level Report <i>Receive a report listing inventory items that are above or below your par levels</i>		<input type="checkbox"/>	<input type="checkbox"/> [Edit List]	12 AM ▼

Send message to: [\(Click here to change\)](#) [\(Click here to change\)](#)

Save **Cancel**

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

The screenshot displays the 'Notification Settings' interface. It features a table with columns: Notification Message, Mobile Text Message, Email, Additional Recipients, and Send Time. The table lists four notification types: Daily Summary, Detailed Daily Summary, Sales Entry, and Unrecognized Time Card User. Each row has checkboxes for Mobile Text and Email, an 'Additional Recipients' link, and a 'Send Time' dropdown. A modal titled 'Additional Email Recipients' is open, showing a 'Select a Notification Type' dropdown with 'Daily Summary' selected, and an 'Add Recipient' button.

Notification Message	Mobile Text Message	Email	Additional Recipients	Send Time
Daily Summary <i>Get a store daily summary, including sales numbers and transaction counts</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[Edit List]	12 AM ▼
Detailed Daily Summary <i>Receive a copy of your store's Daily Summary</i>	<input type="checkbox"/>	<input type="checkbox"/>	[Edit List]	12 AM ▼
Sales Entry <i>Be notified when a sales number is manually entered</i>	<input type="checkbox"/>	<input type="checkbox"/>	[Edit List]	
Unrecognized Time Card User <i>If you have enabled Time Card Import, be notified when one of your POS users is not matched to a CimpleBox user</i>	<input type="checkbox"/>	<input type="checkbox"/>		12 AM ▼

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**