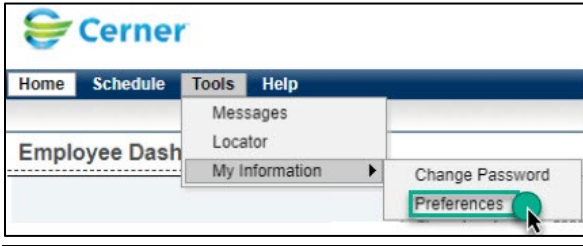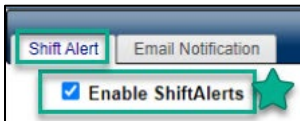# Clairvia Web: Notification Preferences

Overview

You can update your notification preferences for ShiftAlerts and Email notifications within the **Tools** menu:

Notification Preferences

Enabling ShiftAlerts

1) From the **Preferences** screen, *click* the **Shift Alert** tab and *click* the box to **Enable ShiftAlerts**.

2) *Click* the profiles (units) that you want to receive alerts from. You should be able to see the profiles (units) that you are eligible to work in.

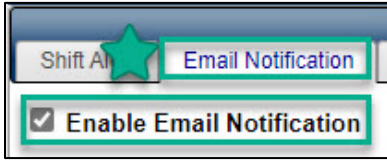3) *Click* to select your ShiftAlert preferences, then *click* **Save**:

Send ShiftAlerts by:	Phone Call	Text Message	Email
Cell: (816) 555-3829	☐	☑	☐
jhansen@yaho.net	☐	☐	☑
Work: +13155605678	☑	☐	☐

Note: you cannot select Phone Call __and__ Text Message on the same phone number.

Enabling Email Notifications

1) From the **Preferences** screen, *click* the **Email Notification** tab and *click* the box to **Enable Email Notification.**

2) *Select* the email notifications that you would like to receive:

- **Schedule Notification** – receive email updates when changes are made to your schedule.

- **Request Notification** – receive email updates with the details of your request and any changes in status (approval or denial.)

- **Shift Swap Notification** – receive email updates with the details of your swap request and any changes in status (acceptance from an invitee, approval from manager.)

- **Shift Opportunities Notification** – receive email updates with the details of the opportunities you have signed up for, as well as updates on the status (approval or denial.)