

Setup Job Aid: Configure Notifications Groups

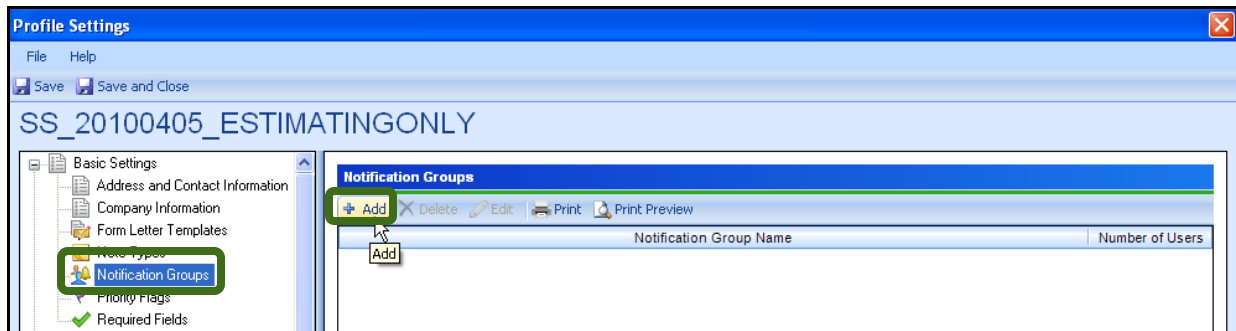
Purpose

By default, assignment notifications and Autoverse messages will be delivered to all users. The messages can be delivered to specific users for specific insurance companies. This Job Aid demonstrates how to setup and configure notifications groups to receive these messages.

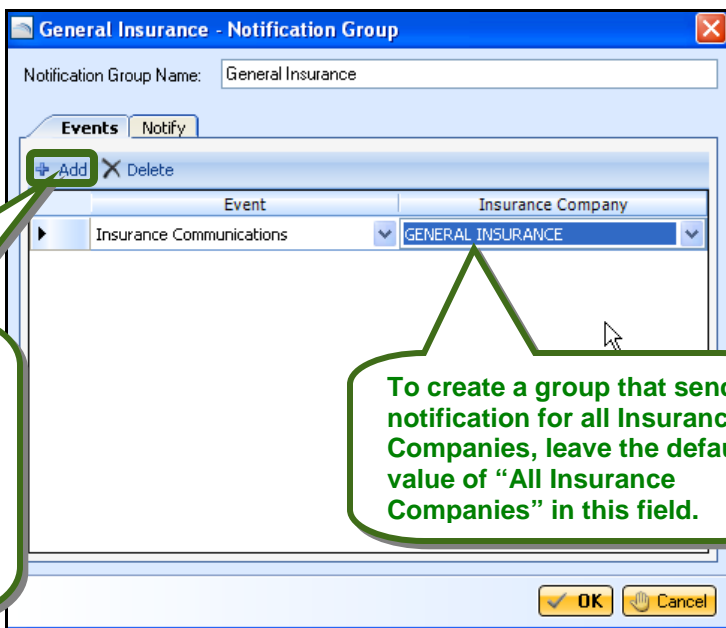
Procedure

Use the following steps to configure Notification Groups:

Step	Action
1	Go to the Main Menu, and select Configure > Profiles .
2	Locate and click on the Repair Facility Profile . The Profile will display in a new window.
3	In the left pane, Notification Groups . The Notification Groups screen displays.



4 Click on **Add** in the Notification Groups toolbar.



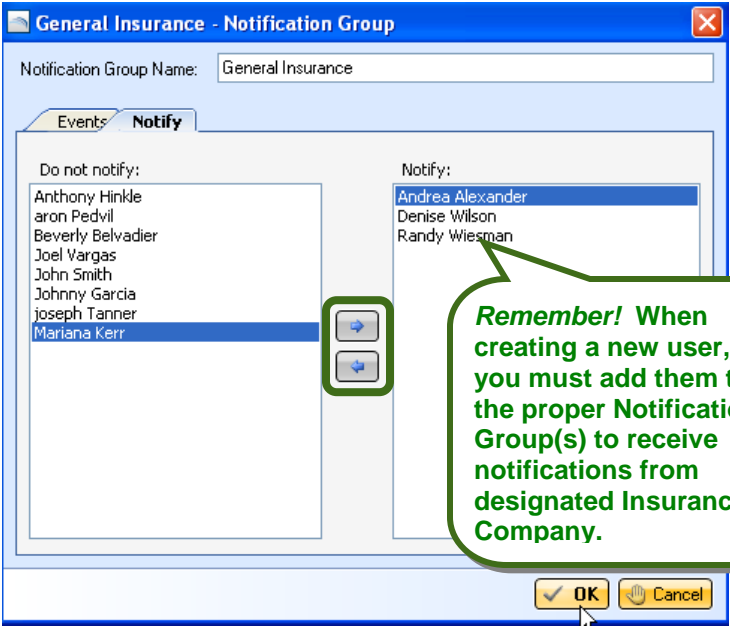
Use the Events tab to add notification event types and Insurance Companies to this Notification Group. The members of this group will receive messages from those Insurance Companies for those types of events.

To create a group that sends notification for all Insurance Companies, leave the default value of "All Insurance Companies" in this field.

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Procedure
(continued)

Step	Action
5	Enter a Name for the Notification Group (i.e. General Insurance)
6	In the events tab, click on Add .
7	Use the menu to select the Event type. We suggest “Insurance Communications”.
8	Select the desired Insurance Company whose messages this Group should receive.
9	Click on the Notify tab. 
10	Select the Employees to notify when an assignment or message is received from the selected Insurance Company.
11	Click the OK button. You are returned to the Profile.
12	Click Save and Close to save your changes to the Profile.