

Crew Member Notifications

Quick Start Guide

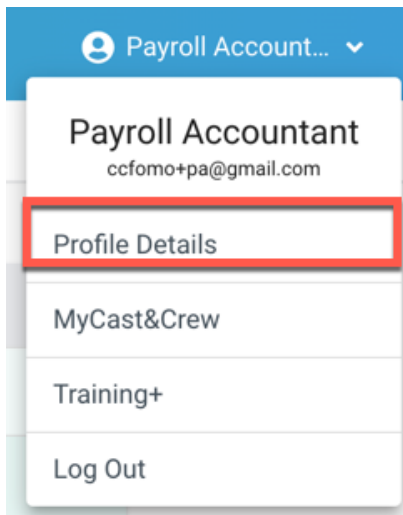
Hours 

Powered by **Cast & Crew**

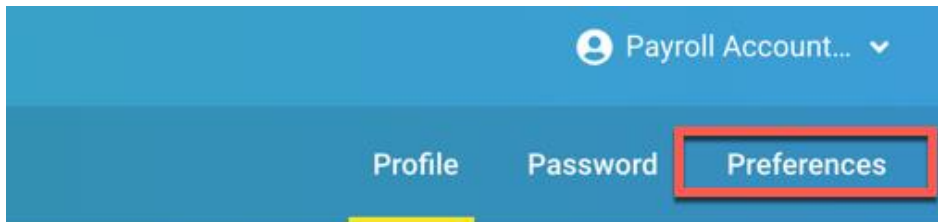
Update your notification preferences

Crew members can update the type of notifications they receive directly from their homepage in Hours+.

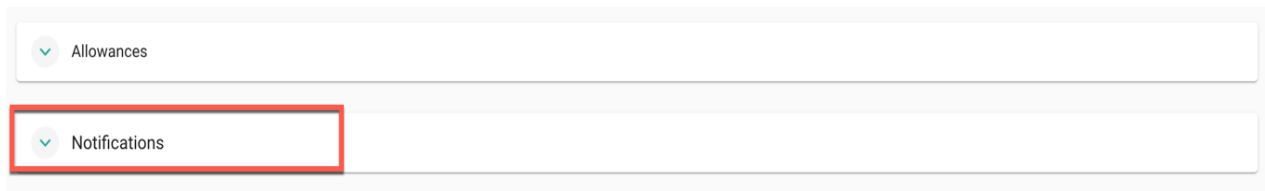
1. From your Hours+ homepage, click the drop-down in the top right and select **Profile Details**.



2. Click **Preferences**.



3. Click **Notifications**.



4. You can select which notifications you'd like to receive by clicking the checkmark box next to each notification name. You can get these notifications via text by turning the toggle on next to "Enable SMS Notifications."

Notifications			
			<input type="checkbox"/> Enable SMS Notifications
<input checked="" type="checkbox"/>	NOTIFICATION	DELIVERY	DELIVERY TYPE
<input checked="" type="checkbox"/>	Daily e-mail digest	6:00 AM <input type="text"/> x v	Email
<input checked="" type="checkbox"/>	Emergency timecard created for you.	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Employee submitted previously rejected timecard	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Personal timecard rejection	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Employee has rejected your submitted timecard	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	PA / UPM rejection	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Timecard processed as rejected	Immediately	Email <input type="text"/> x v

5. Non-crew members will see these notifications:

Notifications			
			<input type="checkbox"/> Enable SMS Notifications
<input checked="" type="checkbox"/>	NOTIFICATION	DELIVERY	DELIVERY TYPE
<input checked="" type="checkbox"/>	Daily e-mail digest	6:00 AM <input type="text"/> x v	Email
<input checked="" type="checkbox"/>	Emergency timecard created for you.	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Project splits allocation	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Employee submitted previously rejected timecard	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Personal timecard rejection	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Employee has rejected your submitted timecard	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	UPM rejection	Immediately	Email <input type="text"/> x v
<input checked="" type="checkbox"/>	Timecard processed as rejected	Immediately	Email <input type="text"/> x v

Have a question?
Contact support
today.



818.860.7770



plus.support@castandcrew.com



www.castandcrew.com/support/



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