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## Notifications for Employees



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2 years ago · Updated

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Red Rover will automatically notify you when specific actions are taken in the system that pertains to you. These notification preferences can be managed from your **My Profile** Page.

### The three types of notifications:

- **Email Notifications** - sent to your email on file with the district.
- **Mobile Notifications** - sent via Push Notification (if you have the App), otherwise, notifications sent via SMS text.
- **Web Notifications** - Display on the Red Rover website, under the **Bell Icon**

### Managing your Employee Notification Preferences

#### To manage which notifications you'd like to receive:

1. Click on your profile icon, and select **My Profile**.

The screenshot shows the Red Rover employee dashboard for Amy Holland. At the top right, there is a search bar and a user profile icon. A dropdown menu is open, showing "Amy Holland's Profile" and "Sign Out". Below the profile menu, there are two main sections: "Create absence" and "Upcoming schedule". The "Create absence" section shows a calendar for January 2021, with the 1st and 2nd highlighted. The "Upcoming schedule" section shows a calendar for January 24 - February 27, with the 27th highlighted.

2. Check the box next to the notifications you **want** to receive.  
Uncheck the box next to notifications you **do not want** to receive.

## Amy Holland's Profile

First Name [Edit email](#)


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### Notification Preferences

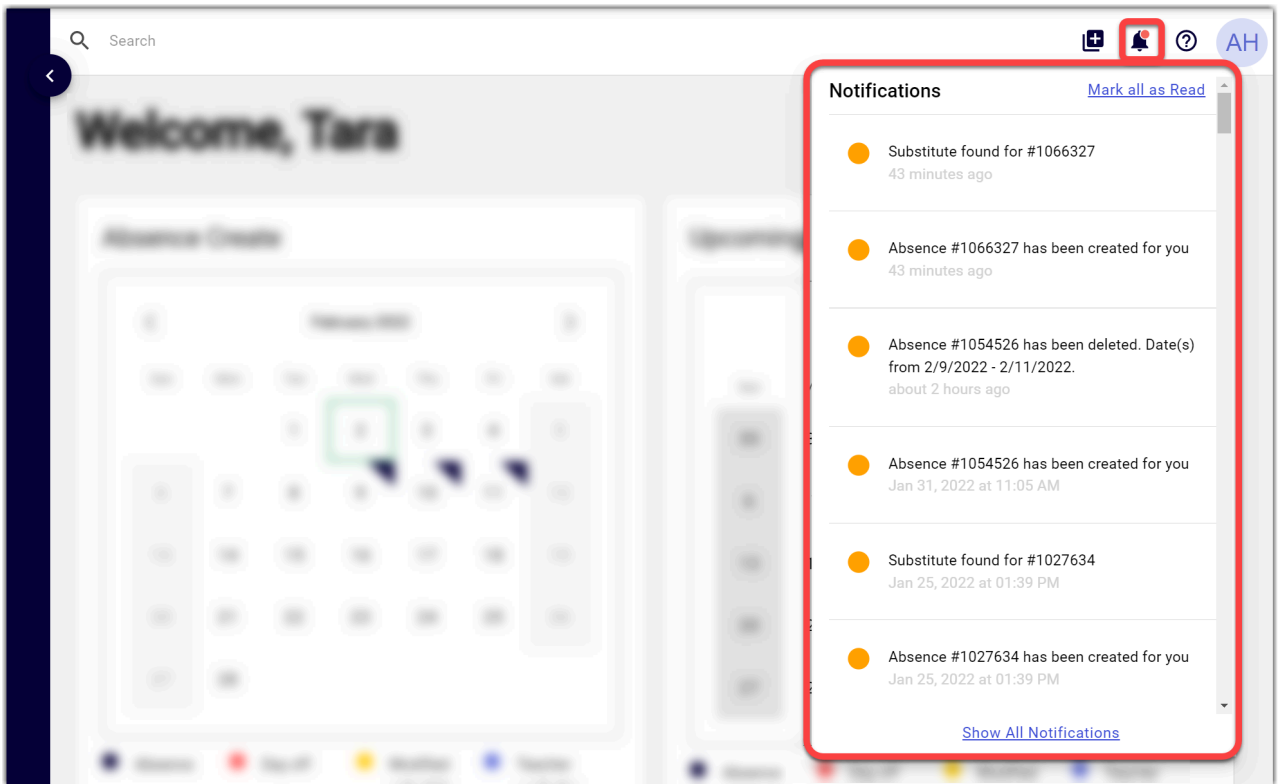
Notification reason	Email	Mobile	In app
When someone creates an absence for me	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I create an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is removed from my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When someone deletes my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I delete an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is assigned to my absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence I created is Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence I created is Denied	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a bulletin board post is published	<input checked="" type="checkbox"/>		

3. When you're finished, click **SAVE** in the bottom right.

## Viewing your Web Notifications

### To view your web notifications while in Red Rover:

1. Click on the **"Bell"** icon in the upper right-hand corner.
2. Click on each notification to mark it as read.
3. Click on **"Mark all as Read"** to remove all the notifications from the list.



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