

Notification Settings

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Email

Overview of Notification Settings Page

This page lets you choose how you receive notifications. It has three main tabs:

- **Email:** Manage which notifications you receive via email.
- **Slack:** (Indicated by tab) Configure notifications sent to Slack.
- **Push Notification:** (Indicated by tab) Manage push notifications.

Email Tab

This tab controls which email notifications you receive.

Email Notification Settings:

On the right side of the screen, you will see a list of different events that can trigger an email notification.

- **Select All:** Check this box to select or deselect all notification types at once.
- **Individual Notification Checkboxes:** Each item (e.g., "New Expense Added by Admin", "New Leave Application") has a checkbox next to it.
 - **Checked Box:** Means you **will** receive an email notification for that specific event.
 - **Unchecked Box:** Means you **will not** receive an email notification for that specific event.
- **How to Use:** Simply check or uncheck the boxes next to each notification type to customize your email alerts.

Saving Your Changes

1. After selecting your preferred email notification settings, click the green "Save" button at the bottom of the page.

2. Your changes will be saved.

Slack

Overview of Slack Tab

This tab controls which notifications are sent to Slack.

1. Status

- **Purpose:** This checkbox likely enables or disables all Slack notifications globally.
- **How to Use:** Check this box to activate Slack notifications, or uncheck it to turn them off entirely.

2. Slack Notification Settings

On the right side of the screen, you will see a list of different events that can trigger a Slack notification.

- **Select All:** Check this box to select or deselect all notification types at once.
- **Individual Notification Checkboxes:** Each item (e.g., "New Expense Added by Admin", "New Leave Application") has a checkbox next to it.
 - **Checked Box:** Means you **will** receive a Slack notification for that specific event.
 - **Unchecked Box:** Means you **will not** receive a Slack notification for that specific event.
- **How to Use:** Simply check or uncheck the boxes next to each notification type to customize your Slack alerts.

Actions within the Slack Tab

- **Save:** Click the green "Save" button at the bottom of the page to apply all your selected Slack notification settings.
- **Send Test Notification:** Click this button to send a test notification to your configured Slack channel. This helps you verify that the integration is working correctly.

Push Notification

Overview of Push Notification Tab

This tab controls which events trigger a push notification.

Push Notification Settings

On the right side of the screen, you will find a list of various events that can generate a push notification.

- **Select All:** Check this box to quickly select or deselect all available push notification types at once.
- **Individual Notification Checkboxes:** Each item (e.g., "New Expense Added by Admin", "New Leave Application") has a checkbox next to it.
 - **Checked Box:** Indicates that you **will** receive a push notification for that specific event.
 - **Unchecked Box:** Indicates that you **will not** receive a push notification for that specific event.
- **How to Use:** Simply check or uncheck the boxes next to each notification type to customize the push alerts you receive.

Saving Your Changes

1. After selecting your preferred push notification settings, click the green "Save" button at the bottom of the page.
2. Your changes will be saved and applied.