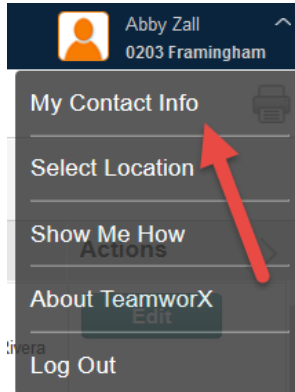


TEAMWORX – CHANGING PERSONAL NOTIFICATION SETTINGS

Due to the fact that the TeamworX app is designed only for hourly employees, the notifications for manager functions, such as shift swaps or pick-ups, are not sent through push notifications like on Hotschedules. If you want to receive either email or text message notifications, you can change your settings right in TeamwroX.

1. Once logged in, click on your name in the top right corner to reveal the menu and select **My Contact Info**



2. This menu allows you to decide how you want to receive the notifications and if there are times you do not want to receive notifications.

A screenshot of the 'Contact Information' settings form. The form is titled 'Contact Information' and has a close button in the top left. It contains several input fields: 'Phone' with a dropdown for 'US' and a text field for '+1 XXX-XXX-XXXX'; 'Email' with 'azall@unos.com'; and 'Re-enter Email' with 'azall@unos.com'. Below these is a 'Notifications' section with a checked checkbox for 'Receive Notifications', a dropdown for 'Preferred Method' set to 'Text', and a section for 'Receive Notifications on:' with an information icon and a row of buttons for days of the week (Wed, Thu, Fri, Sat, Sun, Mon, Tue). There is also a 'Do Not Disturb' checkbox. At the bottom, there are 'From:' and 'To:' time selection fields with calendar icons, and a 'Time Zone:' dropdown set to '(UTC-05:00) Eastern Time (US & Ca...)'. At the very bottom are 'Submit' and 'Cancel' buttons. Red arrows point to the 'Receive Notifications' checkbox, the 'Preferred Method' dropdown, and the 'Receive Notifications on:' section.