Notification Preferences in JazzHR

1. Log into JazzHR.
2. Click your username in the top-right corner, then select My Profile.
3. Scroll down to the Preferences section.
4. Click Edit to update your notification settings.

Notification Types

Email Notifications

- Sent to your work email.
- You will receive updates directly in your inbox.

In-App Notifications

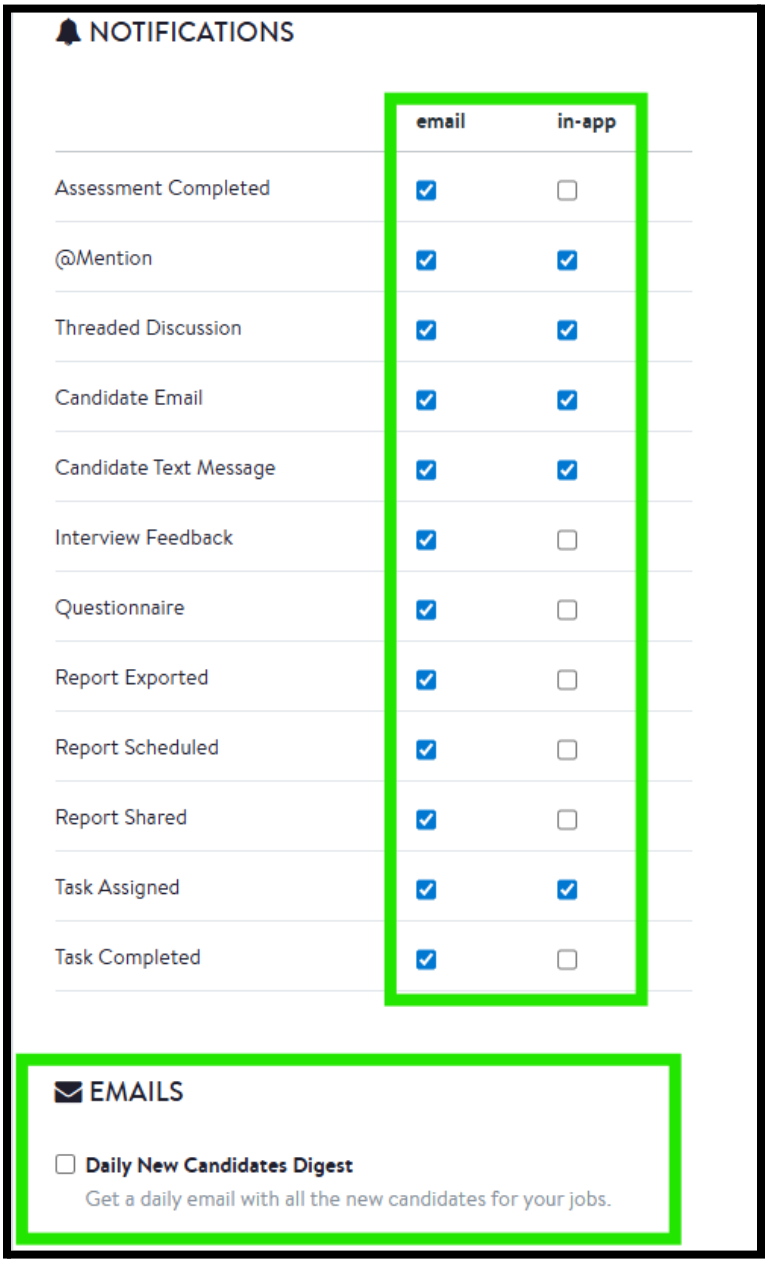
- Appear on your JazzHR dashboard.

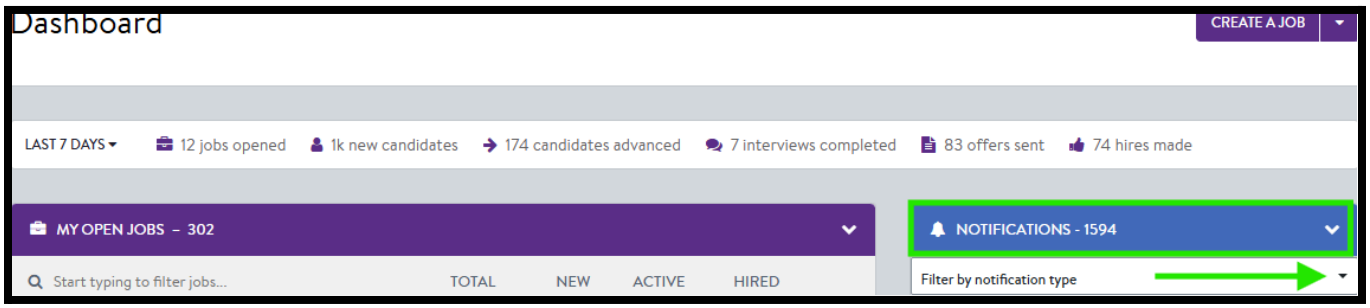
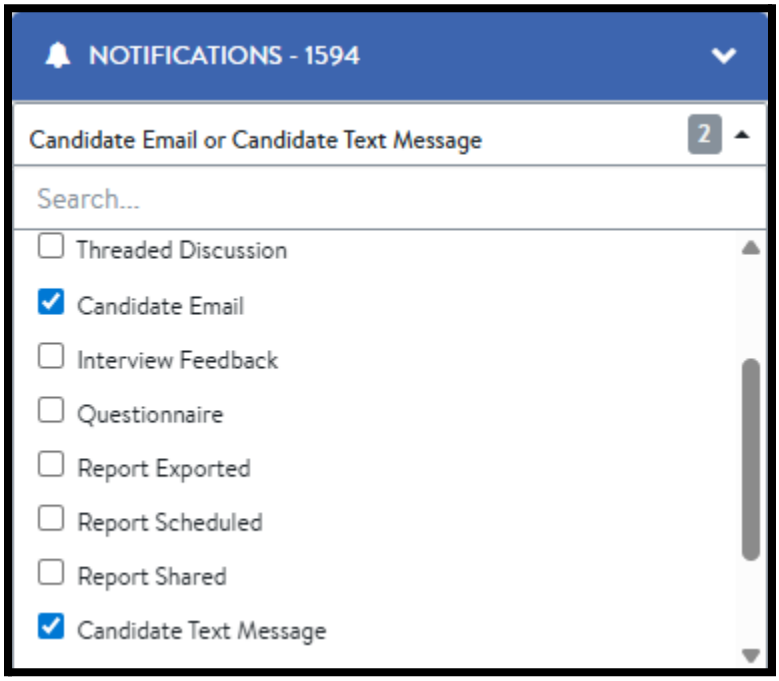
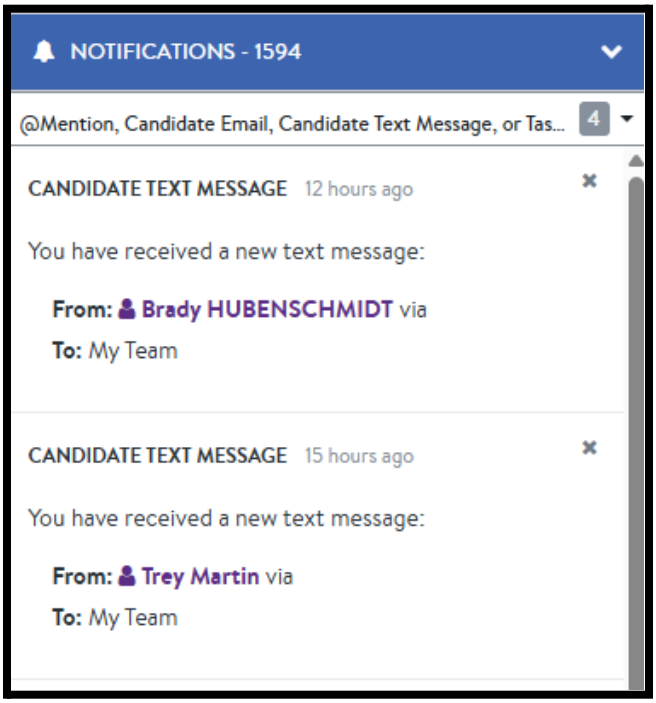
Daily New Candidates Digest

- Select this option if you want to receive a daily summary of new candidates.

Saving Your Preferences

1. Choose the notifications you want to receive (email and/or in-app).
   Click **Save Changes**.
2. For **in-app notifications**, once selected, they will appear on your dashboard if your dashboard notifications filters are selected.



Dashboard Filter Notifications

- To see notifications on your dashboard locate the notifications tab.
- Use the drop-down filter to select the type of notifications you want displayed.
- Once selected the notification will show on the dashboard.