



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.

A screenshot of the JazzHR dashboard. The top navigation bar shows "JazzHR", "DASHBOARD", "JOBS", and "CANDIDATES". The top-right corner shows a user profile for "Recruiting Team HR" and "External Recruiter", with a "My Profile" button highlighted by a green box. The main content area is titled "Dashboard". The bottom navigation bar includes "MY OPEN JOBS" and "NOTIFICATIONS".

A screenshot of the "Preferences" section of the JazzHR dashboard. A green box highlights the "Preferences" button. To the right, a green arrow points to the "EDIT" button, which is enclosed in a green circle. The section also includes "TALENT FIT" with a "Show Talent Fit Results" checkbox and a "NOTIFICATIONS" section with a bell icon.

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.

NOTIFICATIONS

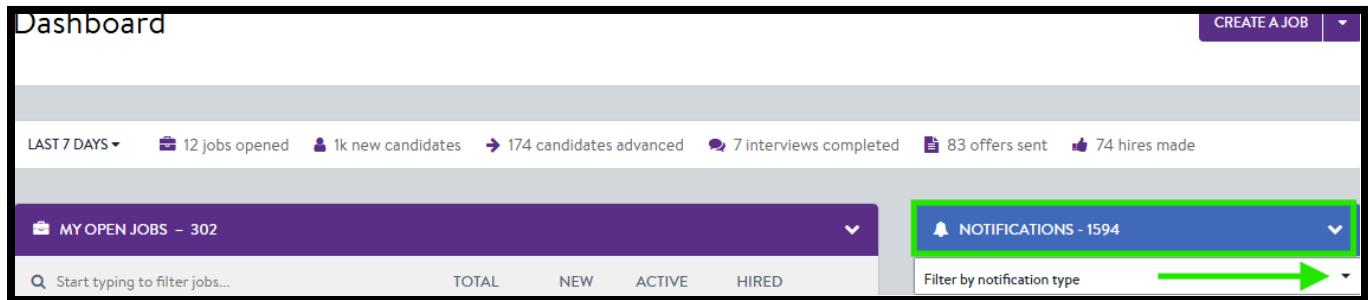
	email	in-app
Assessment Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
@Mention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Threaded Discussion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate Text Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interview Feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Exported	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task Assigned	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Task Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EMAILS

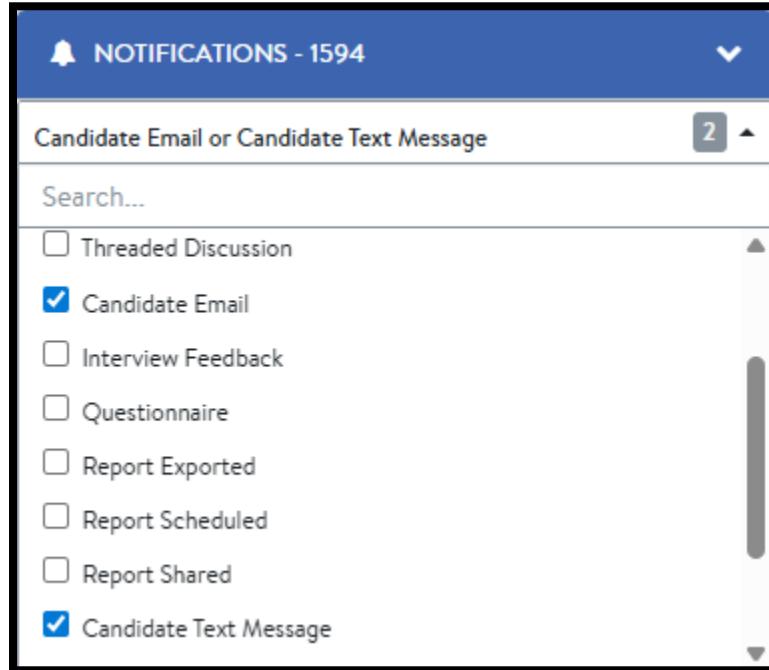
Daily New Candidates Digest
Get a daily email with all the new candidates for your jobs.

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.

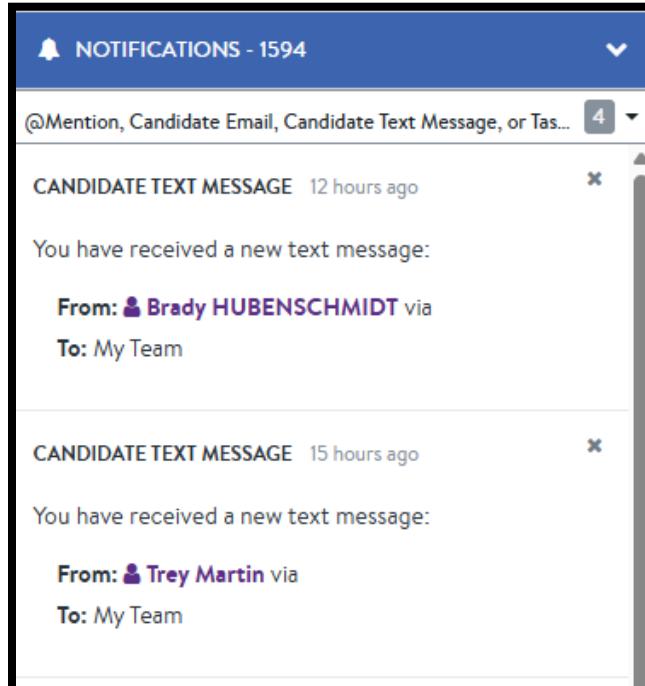


The screenshot shows the dashboard interface. At the top, there are summary statistics for the last 7 days: 12 jobs opened, 1k new candidates, 174 candidates advanced, 7 interviews completed, 83 offers sent, and 74 hires made. Below this, there are two main filter sections: 'MY OPEN JOBS - 302' (purple background) and 'NOTIFICATIONS - 1594' (blue background, highlighted with a green border). A green arrow points from the 'NOTIFICATIONS' section to the 'Filter by notification type' dropdown menu below it. The dropdown menu contains a search bar and a list of notification types with checkboxes. The 'Candidate Email' and 'Candidate Text Message' checkboxes are checked.



The screenshot shows the 'NOTIFICATIONS - 1594' filter dropdown menu. It includes a search bar with the text 'Candidate Email or Candidate Text Message' and a count of '2'. Below the search bar is a 'Search...' input field. The main list contains the following items with checkboxes:

- Threaded Discussion
- Candidate Email
- Interview Feedback
- Questionnaire
- Report Exported
- Report Scheduled
- Report Shared
- Candidate Text Message



The screenshot shows the notifications feed with two entries:

- CANDIDATE TEXT MESSAGE** 12 hours ago: You have received a new text message:
From:  **Brady HUBENSCHMIDT** via **To:** My Team
- CANDIDATE TEXT MESSAGE** 15 hours ago: You have received a new text message:
From:  **Trey Martin** via **To:** My Team

