



D A M S T R A

CONNECT + PROTECT YOUR WORLD



# Account Holder - Notification

**PRODUCT:** Damstra Workforce Management

**VERSION:**

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**APPROVED BY:**

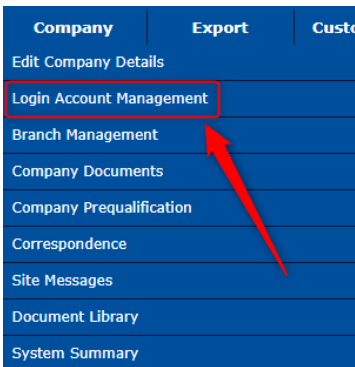
## Account Holder - Notification

Account Holder/s has access to which notification they just want to receive by enabling the options under Login Account Management through the Company Portal.

1. From your **Home** page, hover you mouse under **Company** tab



2. Click the **Login Account Management** tab and wait for the page to load



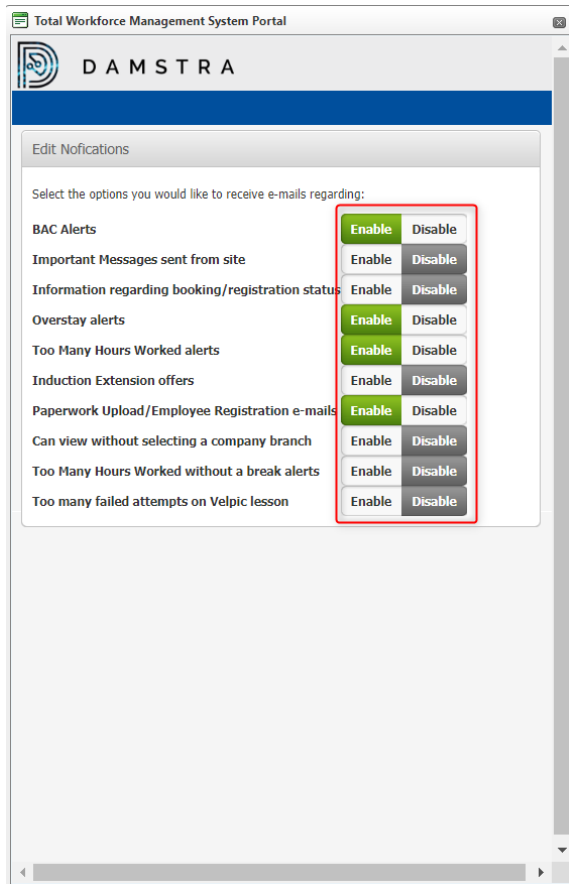
3. Scroll down the page to see the list of all **active** Account Holders  
(Your access should be **Can Edit Company Details** to perform this)

| Account Holder        | E-mail | Username        | Site Filter | Can Edit Company Details | Status       | Edit User | Notifications | Branches | Delete |
|-----------------------|--------|-----------------|-------------|--------------------------|--------------|-----------|---------------|----------|--------|
| Sonya Castle          |        | socastleTEST    |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Lisa Bradford         |        | testinglb       |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Callin Phillips       |        | callintest      |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| test company          |        | davidtest       |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Serban Testcompany    |        | SerbanTestC     |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Bridie Gaffney-Wilkes |        | bridietest      |             |                          | Valid        | Edit User | Notifications | Branches | Delete |
| Cynthia Roffey        |        | cydamstra       |             |                          | Not Verified | Edit User | Notifications | Branches | Delete |
| Glenn Masa            |        | glennitest      |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Jeanette              |        | Jeanetteitest   |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Michael Test          |        | misaunderportal |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Patrick Firms-Seifert |        | patricktest     |             |                          | Valid        | Edit User | Notifications | Branches | Delete |

4. Click the **Notification** tab to see all the options

| Account Holder        | E-mail                                 | Username        | Site Filter | Can Edit Company Details | Status       | Edit User | Notifications | Branches | Delete |
|-----------------------|--|-----------------|-------------|--------------------------|--------------|-----------|---------------|----------|--------|
| Sonya Castle          | s.castle@damstratechnology.com         | socastleTEST    |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Lisa Bradford         | lbradford@damstra.com.au               | testinglb       |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Callin Phillips       | s.allan@damstratechnology.com          | callintest      |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| test company          | d.richards@damstra.com.au              | davidtest       |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Serban Testcompany    | s.kramers@damstra.com.au               | SerbanTestC     |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Bridie Gaffney-Wilkes | B.Gaffney-Wilkes@damstratechnology.com | bridietest      |             |                          | Valid        | Edit User | Notifications | Branches | Delete |
| Cynthia Roffey        | c.roffey@damstratechnology.com         | cydamstra       |             |                          | Not Verified | Edit User | Notifications | Branches | Delete |
| Glenn Masa            | g.masa@damstratechnology.com           | glennitest      |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Jeanette              | j.braid@damstratechnology.com          | Jeanetteitest   |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Michael Test          | m.saunders@damstra.com.au              | misaunderportal |             | ✓                        | Valid        | Edit User | Notifications | Branches | Delete |
| Patrick Firms-Seifert | p.firms-seifert@damstratechnology.com  | patricktest     |             |                          | Valid        | Edit User | Notifications | Branches | Delete |

5. You can toggle to **enable** each button of which Notifications you want to receive and **disable** for the notification you do not want to receive.



6. Your selected option will be saved automatically