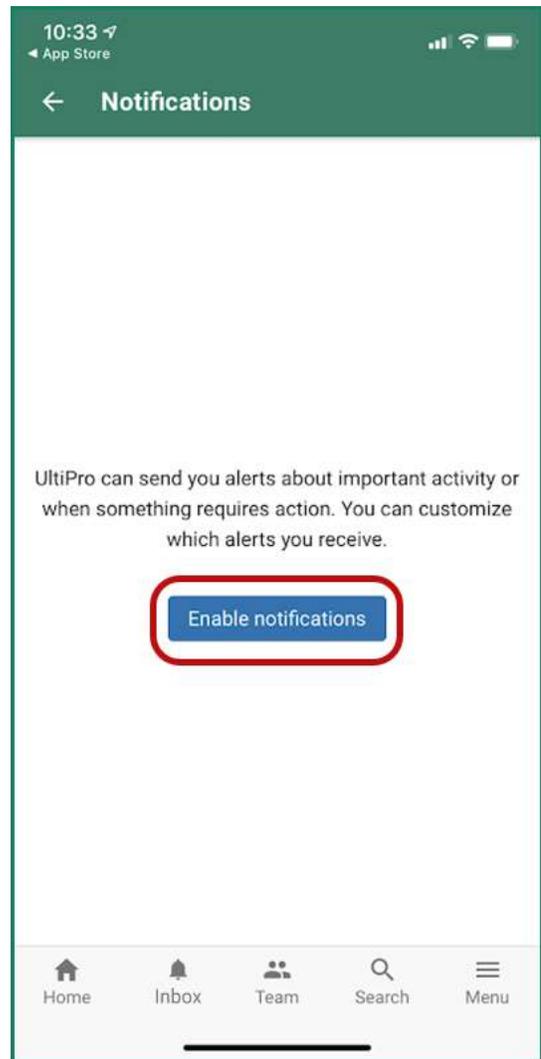


## Notifications on the UltiPro App

Human Resources and Payroll plan to use Community Broadcast on the mobile app to send information to employees. To receive this information, you will need to enable Notifications.

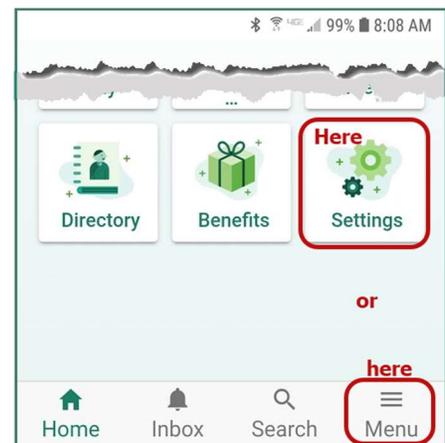
iPhones may ask you when you first download the app if you wish to enable Notifications.

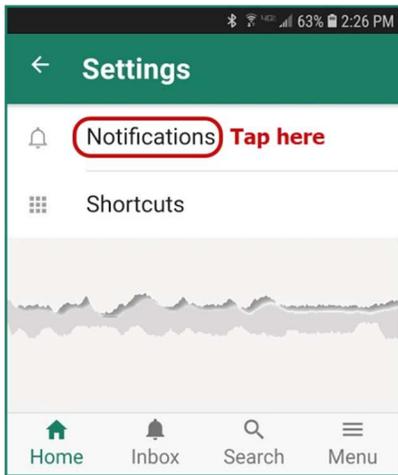
Click the blue "Enable notifications" button to access this feature.



Whether iPhone or Android, Notifications can be manually enabled from **either** the "Settings" tile on the home page **or** "Menu" at the bottom of the screen.

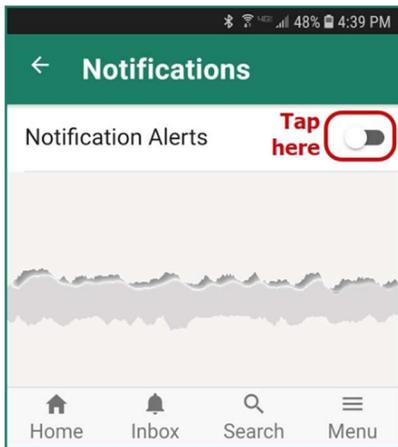
"Menu" will list everything from *Profile* to *Sign Out*; *Settings* is just below the middle of the list. Both the tile and the menu will get you to the same place.



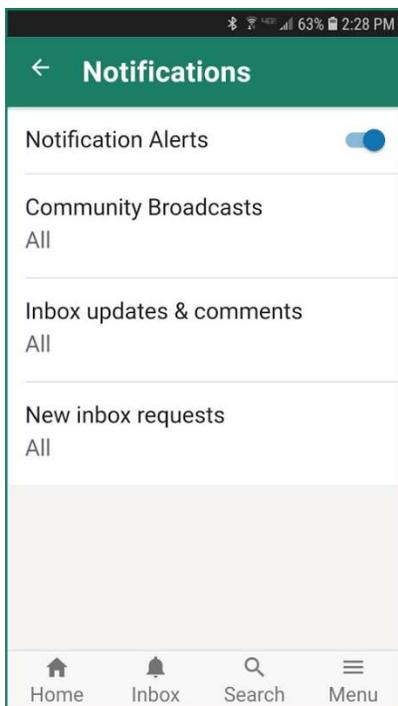


Select **Notifications**.

[“Shortcuts” allows you to customize your home screen by toggling tiles off or on, but that’s a story for another day!]



Tap the toggle switch to turn on Alerts.



Notification Alerts have been activated for all services. We recommend leaving all three set to “All” until you work with the app for awhile to see what you may miss by turning some of them off.

- **Community Broadcasts** will be messages sent by HR and/or Payroll.
- **Inbox updates & comments** allow you to receive alerts when requests are made that you initiate, that are made for you, or that you are following.
- **New inbox requests** allow you to receive alerts when you are being asked to resolve something in your inbox.

Click the “Home” icon to exit.