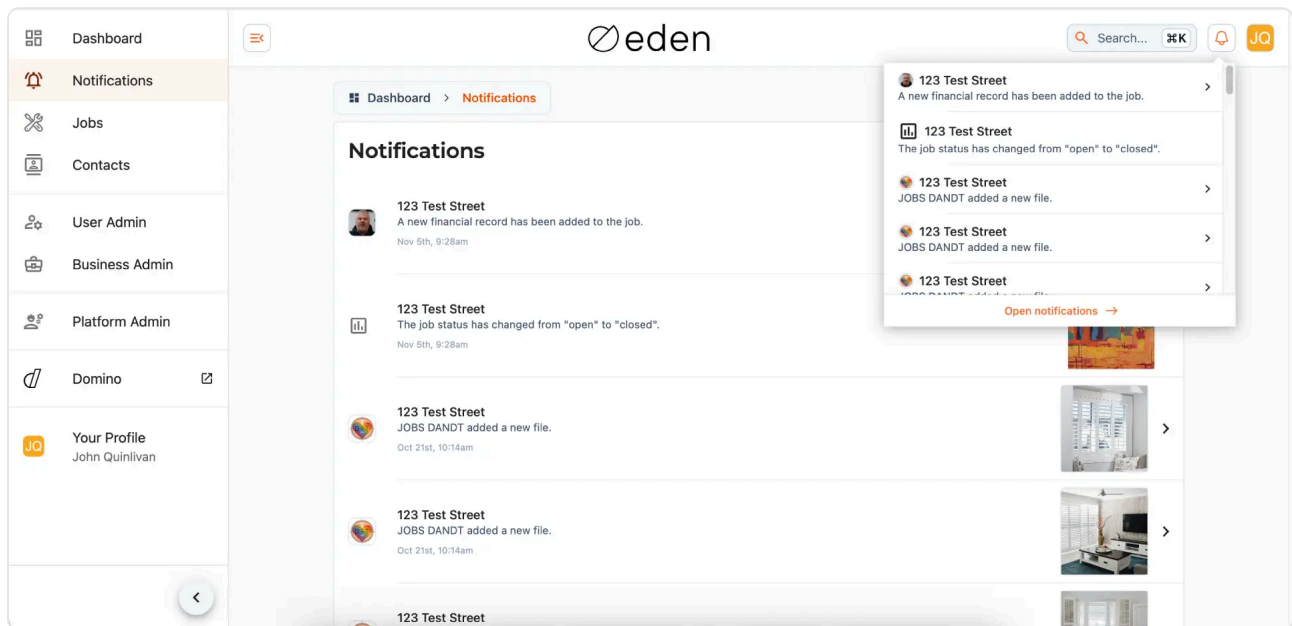


# Notifications

🕒 EST. 2 MINUTE READING TIME

If you are subscribed to a job, you may - from time to time - receive notifications from the system when something changes on the job (such as another user uploading a file). Typically, you'll be notified about these via emails, SMS, and/or push notifications but you can also view your notifications at anytime in your account notifications overview, or by clicking the bell icon (🔔) in the navigation menu:

- <https://eden.samconsulting.co.nz/notifications>



*An example of the notifications page and list in the navigation header.*

## Configuring Preferences

You can modify how often, where, and when you receive notifications on a per-job level and universally in your account settings.

### Global Account Settings

You can access your account settings here:

- <https://eden.samconsulting.co.nz/settings>

## Notifications

Available 24/7

🕒 Set schedule

**Allow Email Notifications**

Enable sending job, task and other system updates to your email address.

✉️ ON
🔕 OFF

**Allow Push Notifications**

Receive push notifications - you can toggle this on/off per device or for all of your devices.

📱 ON
🔕 OFF

**Chrome (137.0.0.0) - macOS**

This device

Enable Notifications

### Email Settings 🔗

Configure how often you wish to be emailed about events/updates from the system.

**All Email Traffic Cooldown**

Configure if you want the system to group multiple emails together and just send one summary.

Restore Default

🕒

No cooldown

▼

**Job Email Defaults**

Configure how long the system should wait to send you notifications about job updates.

Restore Default

🕒

15 mins

▼

You will receive notifications from "eden@emails.samconsulting.co.nz" - please add this address to your allow-list where possible or mark these emails as "Not Spam" to ensure consistent delivery.

Here, you will be able to set a schedule, enrol for push notifications, configure email preferences, and configure how often you will receive these notifications.

You can read more how to configure these settings and what they mean by [reading the full article here](#).

## Job-Specific Settings

You can also set per-job notification preferences that will override the above global settings. You can do so by clicking the notification bell (🔔) on a job button from the job dashboard, or within a job from its overview page by clicking the notification bell (🔔) in the job's navigation header.

# Notification Settings

123 Test Street

 **Enable Push Notifications**



## Consolidated updates

Notify you of any passive updates on this job periodically.



None

None

Don't send any grouped updates.

Daily

Every weekday morning

Weekly

Every Monday (next: Jun. 16th)

Fortnightly


Every second Monday (next: Jun. 16th (or Jun. 23rd))

Monthly

Every first Monday of the month (next: Jul. 7th)

## Realtime updates

General job details 

Job contact 

Quotes

Visualisations

Chat & Messages  
(you cannot opt-out of notifications for direct mentions)

Files

Financials

Tasks 

Scope of Works

Amendments/variations

Transcripts

You can change how and where you receive these notifications [in your profile settings](#). You currently have both emails and push notifications enabled and you allow notifications 24/7.

Advanced 



## Notification Cooldown

Choose how often you get notified.



15 mins

Deselect All

Cancel

**Save**