Fw: CORE Notification Settings

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To: David Hudson <david.hudson@clarklandresources.com>

Hi Everyone,

We recommend turning on your notification settings on in CORE so that you will get notified when you have rejected time.

On the top, where it says Clark Land Resources, Inc. Select User Preferences:



On the right, select Notifications & Reminders. Check the following boxes:

User Preferences	
GENERAL	NOTIFICATION SETTINGS REMINDER SETTINGS
SIDE NAVIGATION	These preferences allow you to receive notifications and reminders on your Dashboard and Notifications screen.
	Also send notification via email
FAVORITES	
EMAIL SETTINGS	My time or expenses are approved My time or expenses are rejected
	 My invoices are approved or rejected My purchase orders are approved or rejected My vendor bills are approved or rejected My personal time off requests are approved or rejected My budgets are approved or rejected My estimates are approved or rejected New to-dos are assigned to me Hours and units are allocated to me RFIs assigned to me Submittals assigned to me Project assigned to me

You will receive a notification in the top right corner of the screen & receive an email from CoreNotifications@bqe.com:



Then go to the Time Card or Time Entries screen to correct the rejected time.

Please let me know if you have any questions.

Thanks, Kaity

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