

Edit your profile and choose which alerts to receive

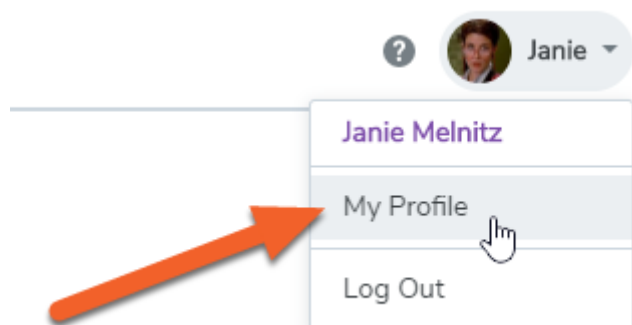
TimeForge is a powerful tool for employees, and it can send nightly email alerts about upcoming shifts that you are scheduled to work. Your management team may use your email address to contact you with important work messages. TimeForge can even allow you to view your schedules and attendance on your cell phone and on Facebook!

In addition to nightly email messages, TimeForge can send a reminder text message to your cell phone before your shift starts, so you always know when to work!

To enable notifications for your schedule, TimeForge needs to know your email address and cell phone number. The instructions below will help you set up your account to receive alerts.

Go to your profile by clicking the menu in the upper right

When you log in, you'll see a drop down menu in the upper right corner of the screen. Click this to open the menu, then select My Profile from the options.



Enter your email address and cell phone number

By default, you'll see the Personal tab, which contains basic information such as your picture if you have one, your full name, email, and cell phone. Enter in your email address and cell phone into their respective boxes.

My Profile

[Recommend TimeForge to a friend](#) or [Access TimeForge on Facebook](#)

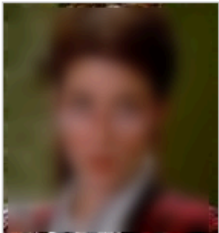
Personal

Alerts

ICal / RSS

My Scheduled Reports

My Picture



TimeForge Id: 89896961 ?

My Last Name *

Melnitz ?

My First Name *

Janie ?

My Middle Name

?

My Email *

jmelnitz@ ?

My Cell Number

555123456 ? Test Text

Do you want your username to be your email address?

Yes ?

[Change my password](#)

💡 You can also change your password on this page by using the **Change my password** link above.

Open the Alerts tab and choose which alerts to receive

Now that you've set up your email and cell number, it's time to configure your alerts. First, click the **Alerts tab**. Then, check the boxes for the alerts you want to receive by email and SMS (text message).

My Profile

Recommend TimeForge to a friend or Access TimeForge on Facebook

Personal **Alerts** iCal / RSS My Scheduled Reports

☐ I would like to disable all of the alerts

	EMAIL	SMS
I would like to be emailed <input type="text" value="2"/> days in advance of new schedules and schedule changes.	<input checked="" type="checkbox"/> 1	
I would like to be sent a text message <input type="text" value="1 hour"/> before shifts I am scheduled to work. ?		2 <input checked="" type="checkbox"/>
Alert me by email and TimeForge message when a schedule is posted.	<input checked="" type="checkbox"/>	
I would like to be sent notifications when a request is approved or denied.	<input checked="" type="checkbox"/>	
I would like to be sent notifications when a shift swap is approved or denied.	<input type="checkbox"/>	
I would like to be sent text and email notifications when another staff member wants to swap a shift with me.	<input type="checkbox"/>	
I want to receive daily email digests of available shift swaps.	<input type="checkbox"/>	
Alert me by email and TimeForge message when a bid shift is available.	<input type="checkbox"/>	
Alert me by email and TimeForge message when a bid shift is assigned to me.	<input type="checkbox"/>	
Alert me by email and TimeForge message when a bid shift is not assigned to me.	<input type="checkbox"/>	

[Save My Settings](#) [Cancel](#)

As you can see, TimeForge can generate a number of different email and text message alerts, based on the information that you would like to know about.

For example, you can receive an email or text message to remind you of:

- Daily Schedules
- Bid Shifts
- Swap Shifts
- Approval/Denial of Shift Swaps
- Approval/denial of All Requests

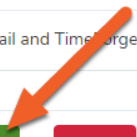
The top two options are likely to be important for most employees:

1. Check this box if you would like to receive emails about new schedules and schedule changes. The number in the drop-down box (above shown as "2") is the number of days you would like to be notified in advance, and can be set up to 30 days. *You will only be able to receive information about schedules that your management team has posted/published.*
2. Check this box if you would like us to send a text message reminder before your shift begins. You can receive these reminders up to 24 hours in advance of your upcoming shift. *You may be charged by your cell phone carrier to receive the text message. TimeForge is not liable for any text messaging charges that you may receive from your carrier.*

Click the Save My Settings button to save your changes

Don't forget to click **Save My Settings** when you're done.

Alert me by email and TimeForge message when a bid shift is available.	<input type="checkbox"/>
Alert me by email and TimeForge message when a bid shift is assigned to me.	<input type="checkbox"/>
Alert me by email and TimeForge message when a bid shift is not assigned to me.	<input type="checkbox"/>

Save My SettingsCancel