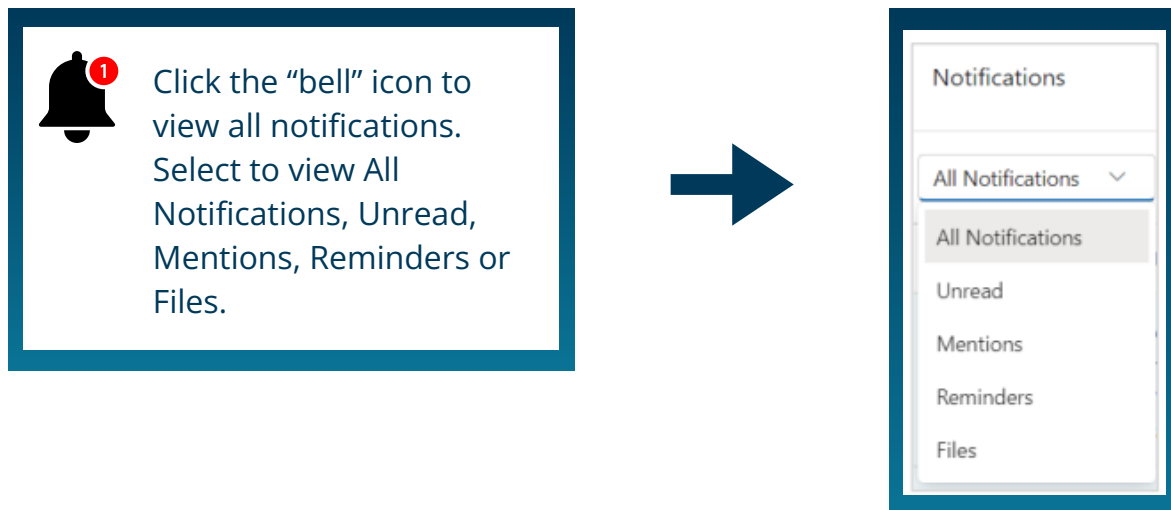


HUBSYNC

Managing notifications and reminders

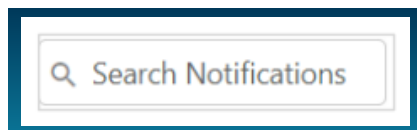
How to View Notifications

From the dashboard, you can see if there are notifications on any of your items or tasks if there is a red number on the top of the “bell” icon on the top-right corner of the screen.



Search Notifications

Type into the “Search Notifications” text box to search for a specific notification.



HUBSYNC

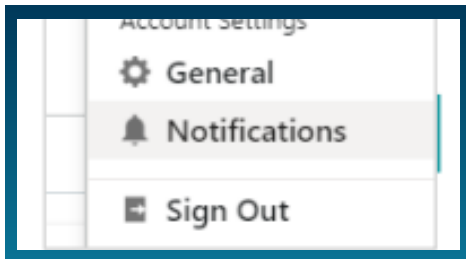
Manage email notification preferences

Set Email Notifications Preferences

In the top right corner, next to your name, click on the drop-down arrow and select Notifications to update your email notification preferences. Choose from the following options:

- Instantly – Receive notifications as soon as they occur.
- Daily – Receive a daily summary of notifications.
- Never – Turn off notifications.

Once complete, click “Save Changes.”



Customize which types of notifications you receive based on categories (Messages, Databases, Tax Organizer).

