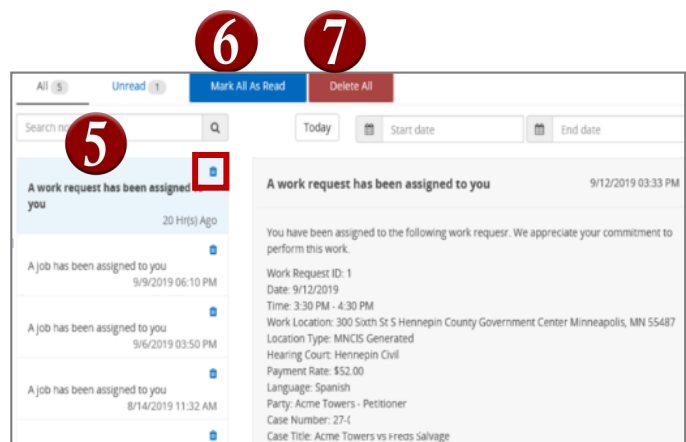
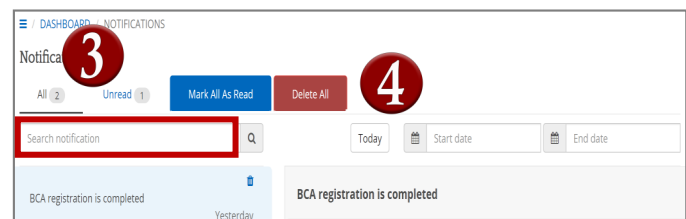
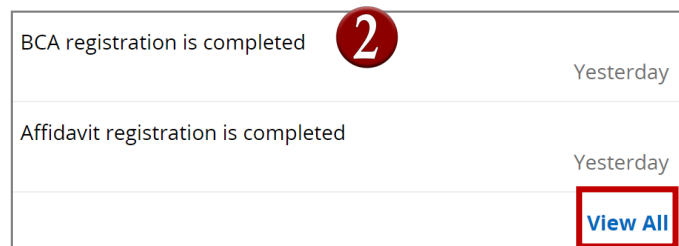
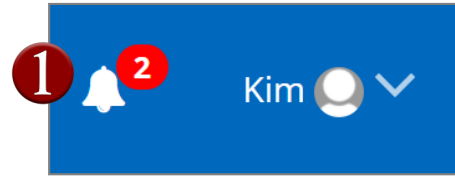


## Managing Notifications, Profiles, and Calendars

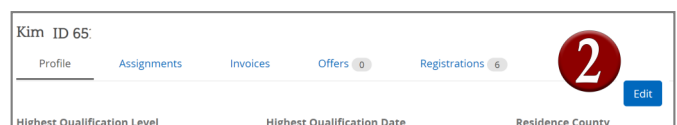
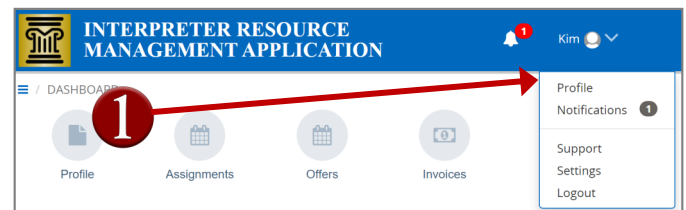
### View the notifications

1. Click the notification icon. The red circled number shows the number of new or unread notifications. All notification display when you click on your name.
2. Click an individual notification to view the details of the notification.  
OR  
Click **View All** to view all read or unread notifications.
3. Click **All** to view all notifications, or **Unread** to view only Unread messages. Enter keywords to search for a specific notification then click the search icon.
4. Click **Today** to only view notifications received today. Enter start and end dates to view notifications by a specified date range.
5. Click the notification to view details. Click the trash can icon to delete a single notification.
6. Click **Mark All As Read** to clear all unread notifications.
7. Click **Delete All** to delete all notifications. Deleted notifications are permanently deleted.



### Edit profile and notification settings

1. Click **Profile**.  
OR  
Click your name, and select **Profile** from the dropdown.
2. Click **Edit**.





## Managing Notifications, Profiles, and Calendars

- Review all information and make all changes or updates.
- Under **Contact Information and Notifications**, review all information and make all changes or updates. The email and text message notifications are defaulted to **Yes**.
- Click **Save**.

**i** You can edit profile and notification settings at any time. If you elect to receive text messaging notifications from IRMA, message data rates may apply.

### Edit or update travel locations

- Click **Profile**.  
OR  
Click your name, and select **Profile** from the dropdown.
- Click **More**.
- Click **Locations**, and uncheck district(s) or counties within a district you are not willing to travel to.

**i** Assignments you are offered are based on this setting. Make sure you keep this updated regularly if changes are needed.

## Managing Notifications, Profiles, and Calendars

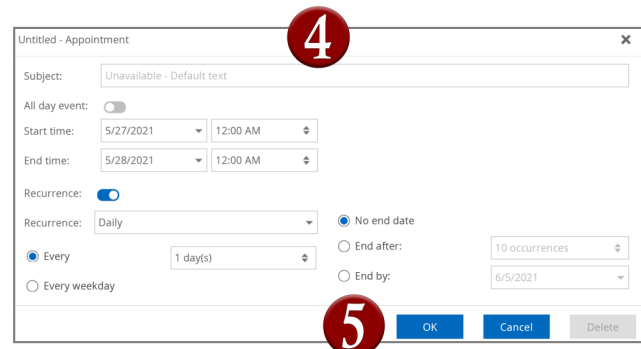
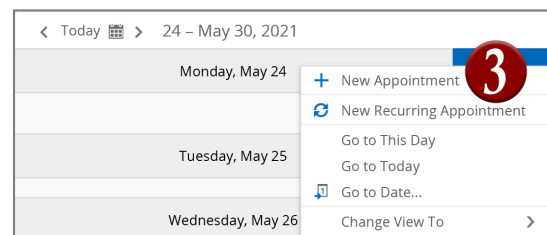


### View and edit calendar availability

1. Click **Today** to view today's date. Use the left or right arrows to move backward or forward a month. Click the calendar icon to select a specific date.
2. Use the calendar option to view by **Day, Week, Month, or Agenda** view.
3. To change the calendar availability, right-click the day you are not available, and select **New Appointment**.  
OR

Select **New Recurring Appointment**. If this a recurring date you will be out of the office more than once.

4. The **Subject** type defaults to Unavailable on the calendar. Select the **All day event** toggle or choose the date range and time. If the appointment is recurring then select the **Recurrence** toggle and enter the recurrence information.
5. Click **OK** to save.



### Add an agency

1. Under the Profile page, click **More** then **Agencies**.
2. Click **Add New Agency**.
3. Type in the name of the agency or using the dropdown, select the agency to add.
4. Review the Status to make sure it says Active.
5. If you want this published on the roster then select **Yes** under **Publish on Roster**. Only a maximum three agencies can be displayed on the roster.
6. Click **Save**.

