

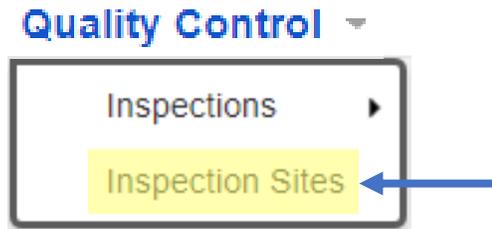
# Notifications Setup & Auto-sending Report to Clients

To send notifications you will need

- Email addresses of recipients—you can send to multiple internal contacts and/or client contacts
- The Service Location name

# Select the Service Location

1. Navigate to Quality Control > Inspection Sites



2. From the Inspection Site list, select the target service location

<input type="checkbox"/>	Service Location#	Name	Address1	Address2	City	State / Province	Postal Code	Inspection Template	Site services Coordinator	Assigned Deficiencies	Supervisor Name
<input type="checkbox"/>	1	TSG Main	3805 West Chester Pike	Suite 200	Newtown Square	PA	19073	General Office	Maria Rossi	Yes	Bob Brown
	63	NSTAR Services Company	257 Prospect St	n/a	n/a	Ma	n/a	General Office	n/a	No	n/a
	65	Compass HC Management, LLC	105 Chauncy Street	n/a	Boston	Ma	n/a	General Office	Jaime Maddison	Yes	n/a
	217	TSG FLA Office	219 Maple Drive	n/a	Miami	Fl	39082	3 Grades	Mike Ross	Yes	Maria Rossi

# Create Notifications

1. Click on the Notifications tab
2. Select New
3. Enter the contacts email address
4. Check the desired report to be delivered

Log Book Jobs Work Orders Inspections Supply Shipments Equipment List Floor List Contacts **Notifications**

This is a list of service location notifications.

Quick Find **2** → New Report ▾

Email Address Nightly Report Facility QC Report Inspection QC Detailed Report Inspection QC Summary Report Inspection

## New Service Location Notifications

Complete the form. Make sure to enter all required fields.

Email Address michael@acceleratorcc.com **3**

Nightly Report

Facility QC Report

Inspection QC Detailed Report

Inspection QC Summary Report **4**

Inspection QC Non Grade Report

Compliance Report w/ Signature



**Multiple reports can be sent to each contact**

# View Notification Lists

A list of notifications will be created

Upon completion of field tasks, reports will be auto-created and sent based on the list.

Email Address	Nightly Report	Facility QC Report	Inspection QC Detailed Report	Inspection QC Summary Report	Inspection QC Non Grade Report	Compliance Report w/ Signature
sy@acceleratorcc.com	Yes	No	Yes	n/a	n/a	n/a
bob@acceleratorcc.com	No	Yes	n/a	n/a	n/a	n/a
maria@acceleratorcc.com	No	Yes	Yes	No	Yes	n/a
michael@acceleratorcc.com	Yes	No	No	Yes	No	Yes



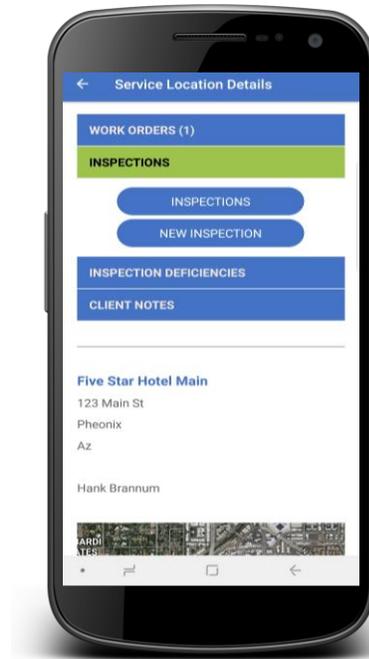
**Turn on/off reports easily by editing each contacts notification**

# Support

Contact us for any questions or training requests

[support@acceleratorcc.com](mailto:support@acceleratorcc.com)

**484.692.6330**



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