MRM - Settings

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Notifications

It is very important that you set up your notifications. Do this by clicking your name in the top right corner, and then Settings.

You can then select the settings tab in the navigation. Make sure to select “where I am a member” at the top so you only get notifications for jobs which you have created. This page is customizable but it is important to have basic notifications like anything related to comments added in tasks/funding or in any news feed, and for tasks/funding requests to be assigned to you. In-app notifications are standard and you will see the bell on the top navigation light up red when you have notifications.

E-mail notifications can be turned on and off but if you do not intend to be in the app very regularly it is recommended so you have notification when you are needed to provide feedback on an item.

Peronsonal Information

You can set some standard information about yourself and the property that you represent that will autofill in new requests on the “Personal information” tab.

Select your platform, property, region, RVPM and contact information so you do not need to fill it out every time you create a new brief

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