



Shelterly Quick Reference Notifications

Summary

Shelterly provides opt-in email notifications for the following:

- Creation of a new Service Request (SR) in an incident
- Creation of a new Dispatch Assignment (DA) in an incident
- Addition of a new Shelterly user to the organization

All notifications are made by email, to the email address that you use to login to Shelterly.

New SR Created

To subscribe to Service Request (SR) notifications:

- Open the incident for which you want to receive notifications.
- Select the **HOTLINE** module.
- Click on the bell icon next to the Hotline title at the top of the page.
- To unsubscribe, click on the bell icon again.

New DA Created

To subscribe to Dispatch Assignment (DA) notifications:

- Open the incident for which you want to receive notifications.
- Select the **DISPATCH** module.
- Click on the bell icon next to the Dispatch title at the top of the page.
- To unsubscribe, click on the bell icon again.

New Shelterly User Added

All Shelterly users who have User Permissions for a given organization will automatically receive an email whenever a new user is added to that organization.