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|  | 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.