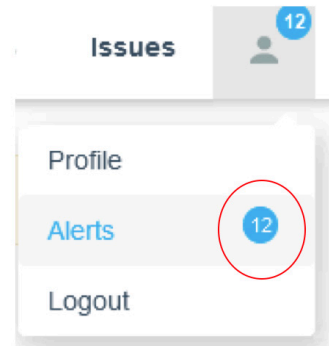


How to review Retinue alerts

- 1. Select the profile icon located within the tool bar

- 2. Select Alerts from the menu list



Note: The number of unread Alerts are listed within the circle icon

- 3. Select the alert you wish to review

Note: All alerts have the issue date and time listed and any unread alerts are highlighted

Subject	Content	Sent by	Sent on
Issue Tracker - VMS/MS	Issue Tracker - VMS/MS	Paper Phil	26/11/2020 12:13
Timesheet - Excel Export by Shift & Timesheet	Timesheet - Excel Export by Shift & Timesheet	Clara Hopley	24/09/2020 15:21
IMPORTANT - Dashboard Customisation	IMPORTANT - Dashboard Customisation	Clara Hopley	06/04/2020 11:25
IMPORTANT - Dashboard Customisation	IMPORTANT - Dashboard Customisation	Clara Hopley	06/04/2020 11:24
Increase to Minimum Wage - April 1st 2020	Increase to Minimum Wage - April 1st 2020	Clara Hopley	30/03/2020 16:25
SSP & self isolation/worker verification request	SSP & self isolation/worker verification request	Charlene Eddy	12/03/2020 16:44

Note: you can also use the Alert tab on the left hand side to filter alert that are read and unread

