How to review Retinue alerts

retinue
Talent Acquisition
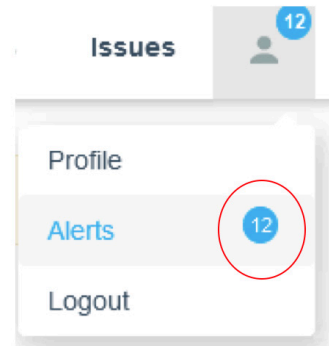
1. Select the profile icon located within the tool bar

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

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