

# View Notifications

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**Description:** In this topic, the user will learn how to view notifications. Notifications are system generated and inform the user of system events (i.e., a punch was approved or rejected). Notifications are set up by the system administrator and are sent to the user's email and/or as a text to the user's mobile number.

\*Please note: To set up your notification contact information, please see the Set Up Notifications article.

**Role Required:** Employee (base user)

**Permission Required:** N/A

## **View Notification via Email or Text**

1. Click the **link** in the email or text to view the notification
2. **Log in** to DCI with personal profile
3. The link will directly open the notification message details page

## **View Notifications via DCI Web Portal or Mobile App**

1. **Log in** to personal profile
2. View the **Envelope** icon
  - a. Web Portal - Located on the main menu
  - b. Mobile App - Located in the upper right-hand corner
3. A red circle with a number will appear over the Envelope icon to indicate there are notifications
4. Select the **Envelope** icon
  - a. For the web portal select **See All Messages**
5. The message inbox will open. Select the **notification or message** to view it.

## Related articles

- [Message Templates - Admin Guide](#)
- [Messaging Overview - Video](#)
- [Resend Notification](#)
- [Set Up Notifications](#)
- [View Notifications](#)