

View Notifications

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](#)