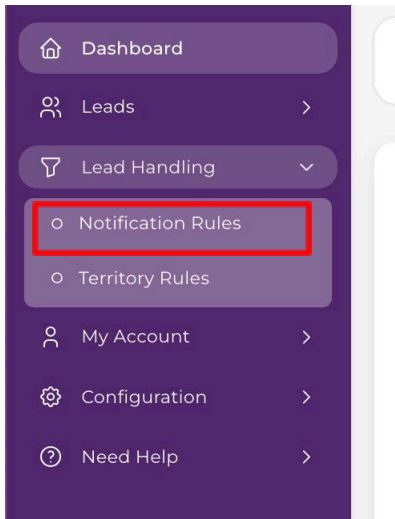


How to Edit Notification Settings

Step 1:

- From your Convoy Sage Dashboard go to 'Lead Handling-> Notification Rules.'



Step 2:

- From this page, you can customize your notification settings. By default, all notifications are turned on when you're added as a user, but you can adjust them as needed. Choose between instant, daily, or weekly reports, and set the number of leads you'd like to view at a time. **Note:** Email notifications provide snapshots of the leads, allowing you to view the full details in the dashboard.

Step 3:

- Hit 'Update My Notification Rules' to save your changes.

A screenshot of the 'Update My Notification Rules' form. The form has a title 'Update My Notification Rules' and a subtitle 'Please select your notification and reporting options.' There are four sections for different notification types: 'Send Instant Email Alerts', 'Send Instant Email Reports', 'Send Weekly Email Reports', and 'Send URL Email Alerts'. Each section has a checkbox, a description, and a dropdown menu to select the number of leads or reports. At the bottom right, there is a button 'Update My Notification Rules' highlighted with a red rectangle, and a button 'Cancel My Change' next to it. At the bottom left, there is a button '+ Add URL to Watch'.

If you have any questions reach out to team@convoy sage.com