## **Email summary notifications**

Line Manager's can elect to receive summary email notifications.

To set these emails, you should go to Home >>Personal Details and scroll to the bottom of the page. Select "None", a day of the week or "Daily" from the options. Please ensure your email address in the field above is also correct.



Here are the notifications available to you

## **Line Manager**

Receive e-mail reminders to confirm progress reviews Receive e-mail reminders to confirm off the job training hours