

**Deem Training Clip -
Managing Notifications
(Version 3, March 28, 2014)**

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1 Topic Overview

1.1 Series Objective

Outline several diverse topics within Deem@Work.

1.2 Document Objective

Provide the steps to successfully manage Deem@Work Notifications.

2 Managing Notifications

Notifications are either emails or mobile texts sent to you about booked services. The Notifications can be sent to friends, family and colleagues.

Notifications are maintained in the **Profile** section of Deem@Work.

1. From the **Home** page, click the **Profile** tab either at the top or side of the page. The **Profile** page is displayed.
2. Click the **Manage Notifications** link. The **Notifications** page is displayed.

2.1 Trip Itinerary Notifications

1. Click the **Trip Itinerary** link.
2. The **Manage Notifications** popup is displayed. This notification contains your trip itinerary and will be sent each time a trip is booked on-line. Either on-line or off-line itineraries that are changed on-line will generate a new Trip Itinerary Notification.
3. Complete the page:
 - a. Select either **Email** or by **Mobile text** as the delivery method
 - b. Enter either an **Email address** or **Mobile number**
 - c. Click the **Save** button
4. The **Notification** has been added.

2.2 Conferencing Details Notifications

1. Click the Conferencing details link.
2. The **Manage Notifications** popup is displayed. This notification contains your conference information and will be sent each time a conference has been scheduled or an instant conference has been started. A Notification will also be sent if the conference is changed or cancelled.
3. Complete the page:
 - a. Select either **Email** or by **Mobile text** as the delivery method
 - b. Enter either an **Email address** or **Mobile number**
4. Click the **Save** button. The **Notification** has been added.

2.3 Airport Parking Details Notifications

1. Click the **Airport Parking** details link.
2. The **Manage Notifications** popup is displayed. This Notification contains your airport parking voucher which must be presented when leaving the parking facility to prove payment. This notification is sent each time a parking reservation is made, changed or cancelled on-line.
3. Complete the page:
 - a. Select either **Email** or by **Mobile text** as the delivery method
 - b. Enter either an **Email address** or **Mobile number**
4. Click the **Save** button. The **Notification** has been added.

2.4 Dining Details Notifications

1. Click the **Dining details** link.
2. The **Manage Notifications** popup is displayed. This Notification contains your dining reservation details. This notification is sent each time a dining reservation is made, changed or cancelled on-line.
3. Complete the page:
 - a. Select either **Email** or by **Mobile text** as the delivery method
 - b. Enter either an **Email address** or **Mobile number**
4. Click the **Save** button. The **Notification** has been added.

2.5 Flight Status Update Notifications

1. Click the **Flight status update** link.
2. The **Manage Notifications** popup is displayed. This Notification contains flight status updates. The first update is sent 3 hours prior to your scheduled departure. Additional updates will only be sent if the flight status changes. (It is delayed or there is a gate change, for example)
3. Complete the page:
 - a. Select either **Email** or by **Mobile text** as the delivery method
 - b. Enter either an **Email address** or **Mobile number**
4. Click the **Save** button. The **Notification** has been added.

2.6 Shipping Details Notifications

1. Click the **Shipping details** link.
2. The **Manage Notifications** popup is displayed. This Notification contains shipment details. This Notification is sent first when the shipment has been confirmed with the carrier, next when the package has been picked up and finally when the package has been delivered.
3. Complete the page:
 - a. Select either **Email** or by **Mobile text** as the delivery method
 - b. Enter either an **Email address** or **Mobile number**

4. Click the **Save** button. The **Notification** has been added.