ADMIN STAFF WORK FLOW SETTINGS

Select Active Client : (Drop Down List of client with at least 1 staff)

Select Staff : (Drop Down List of the Staff under that client )

STAFF EMAIL REMINDER SETTINGS :

Default Settings = Send to My Contract Email (default) 🡪 what is currently happening

(Tick Box) Send to this Email : (Text [Box@email.com](mailto:Box@email.com) ) 🡪 when selected will not send workflow notice to email on the staff account but will send to this new email

(Tick Box) Do not Send. 🡪 when selected will not send Work flow at all.

CLIENT EMAIL REMINDER SETTINGS :

Default Settings = Send to My Contract Email (default) 🡪 what is currently happening

(Tick Box) Send to this Email : (Text [Box@email.com](mailto:Box@email.com) ) 🡪 when selected will not send workflow notice to email on the staff account but will send to this new email

(Tick Box) Do not Send. 🡪 when selected will not send Work flow at all.

Save