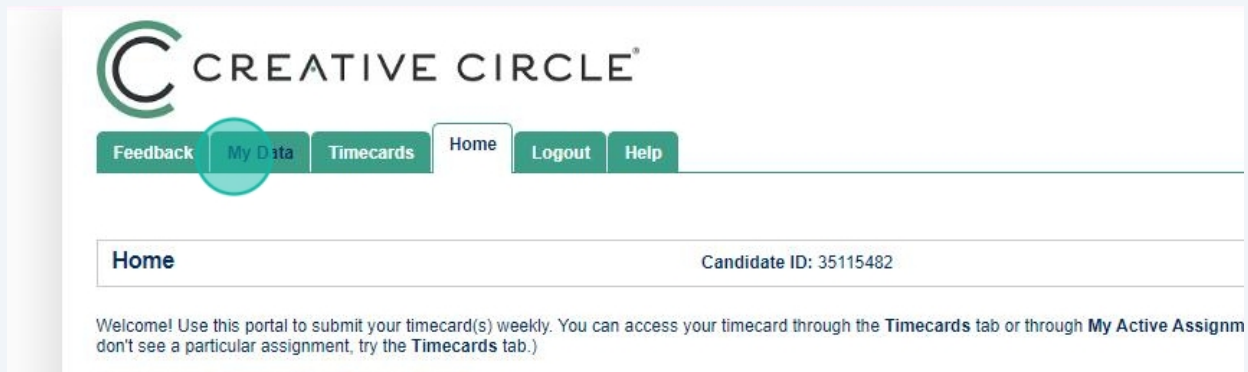


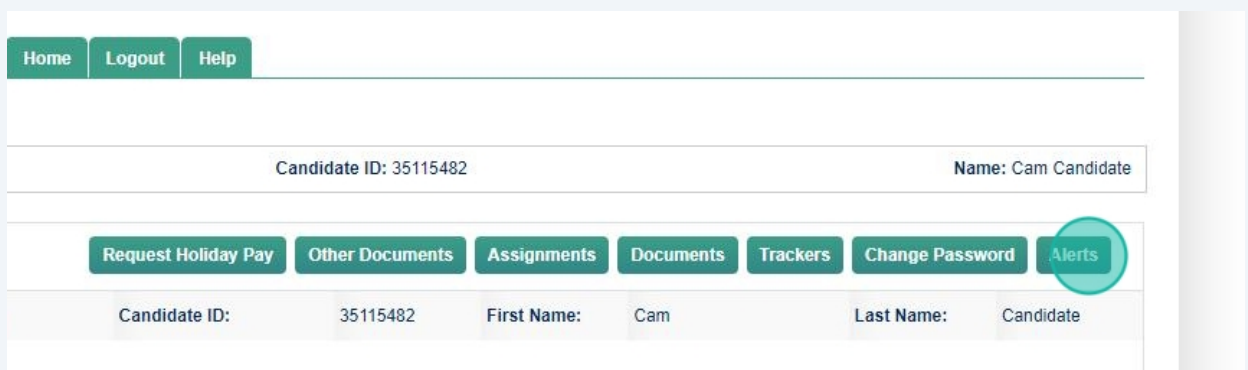
# Setting Up Timecard Alerts in Creative Circle Portal

Creative Circle's Timecard Portal offers the option to set up alerts to receive updates on the status of your timecard.

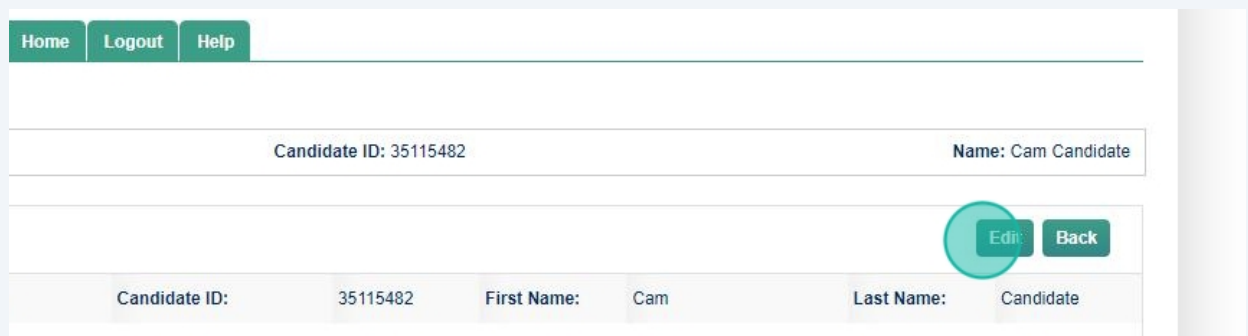
- 1 To set up Timecard Alerts, go to the **My Data** tab in the top left corner.



- 2 Click the **Alerts** button.



- 3 Click the **Edit** button.



4 Use dropdown menu to set both Alerts to **Email**.

The screenshot shows a web form for a candidate. At the top right, there are 'Save' and 'Back' buttons. Below them, the candidate's information is displayed: Candidate ID: 35115482, First Name: Cam, Last Name: Candidate. The form has two columns: 'Description' and 'Delivery'. The first row in the table has the description 'after your timecard is processed' and the 'Delivery' dropdown is set to 'NONE'. The second row has the description '2 working days after the end of the week date of the timecard submitted if the timecard has not been approved' and the 'Delivery' dropdown is set to 'EMAIL'. A red circle highlights the 'EMAIL' option in the dropdown menu.

Description	Delivery
after your timecard is processed	NONE
2 working days after the end of the week date of the timecard submitted if the timecard has not been approved	EMAIL

5 Click the **Save** button.

This screenshot shows the same web form as in step 4, but now both 'Delivery' dropdown menus are set to 'EMAIL'. A red circle highlights the 'Save' button at the top right of the form.

Description	Delivery
vises you after your timecard is processed	EMAIL
vises you 2 working days after the end of the week date of the timecard submitted if the timecard has not been approved	EMAIL