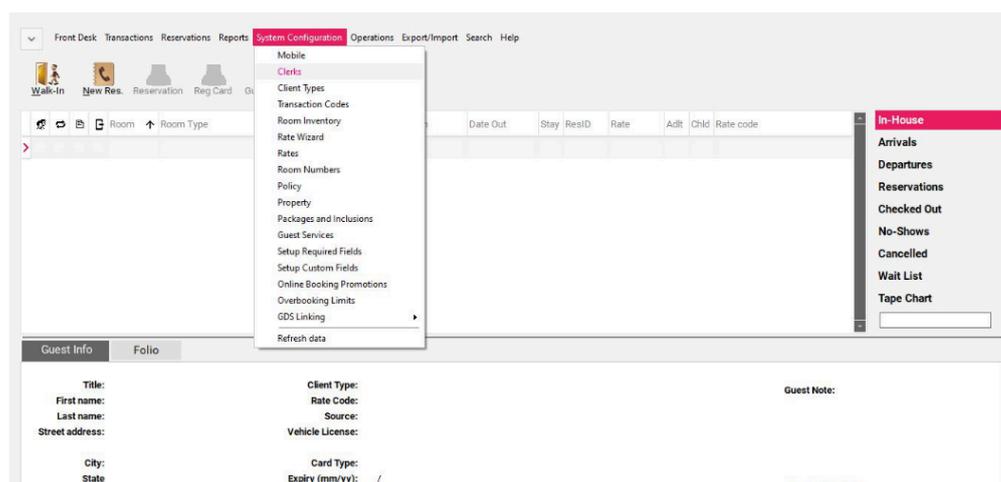


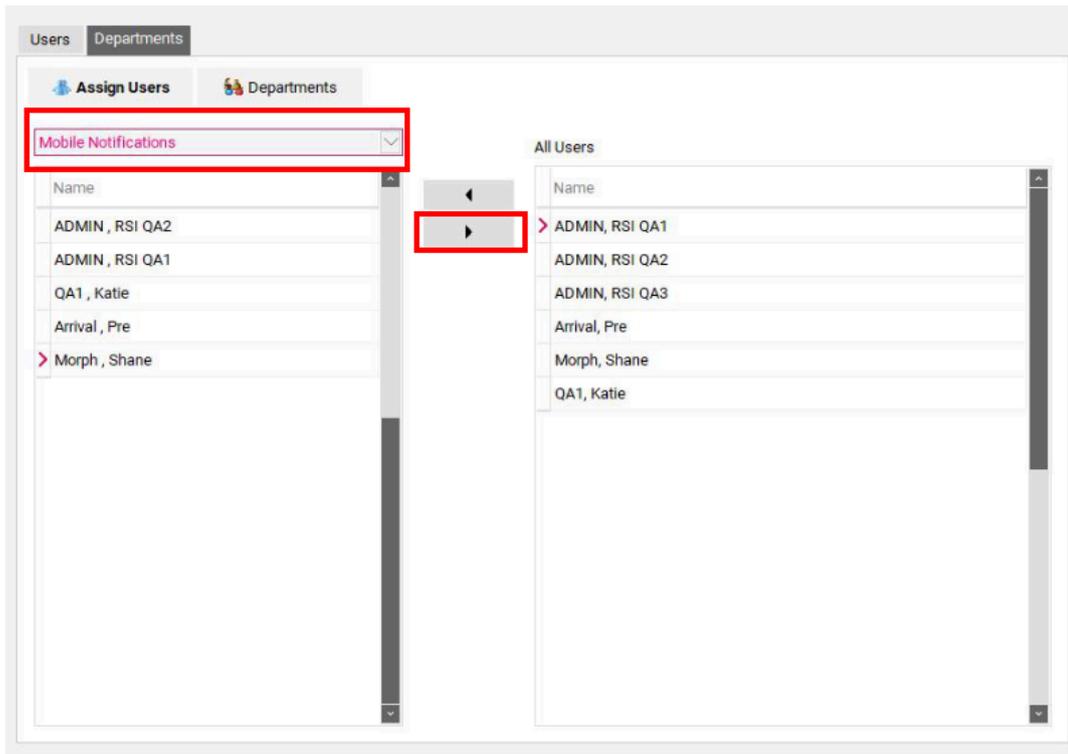
# How to Customize the Notifications Group

When guests complete the mobile check-in and check-out process, all clerks attached to the Mobile Notifications group will receive a notification via the RoomKeyPMS Message Centre. As a default, all clerks are pre-assigned to the Mobile Notifications group, however this group can be customized to determine which clerks will receive these notifications.

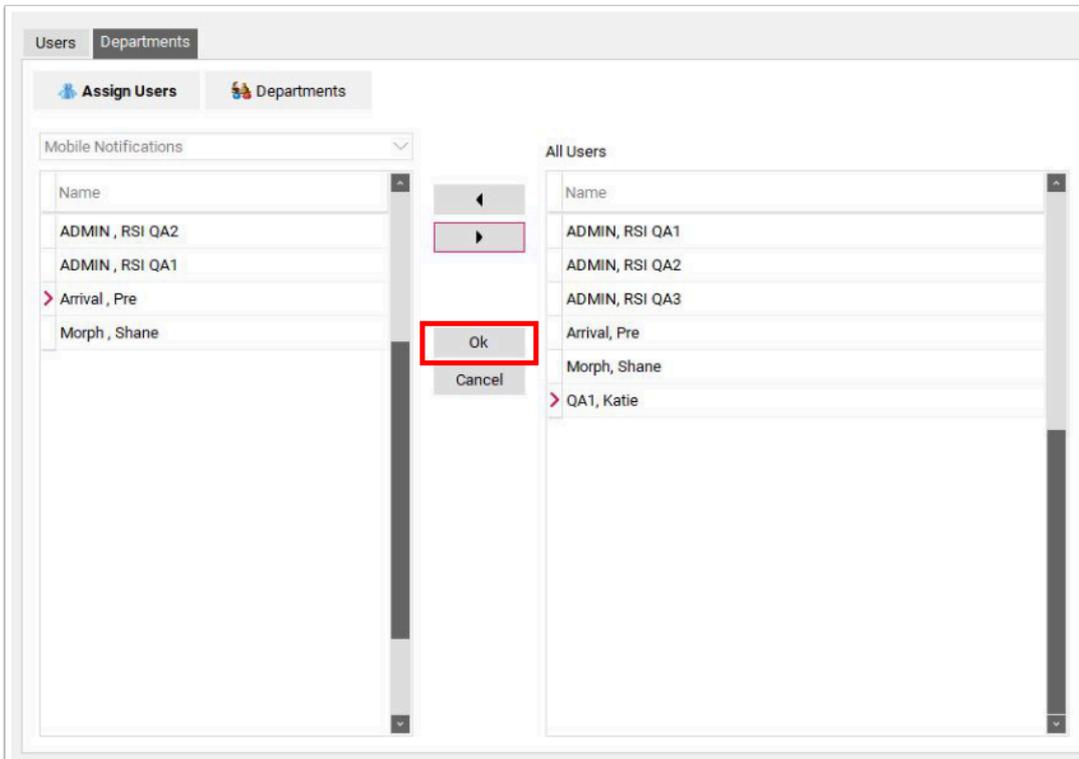
To customize the Mobile Notifications group access the **Clerks** module located from the **System Configuration** drop down menu.



Once the Clerks module window appears, navigate to the **Departments** tab, and select **Mobile Notifications** from the drop down menu. A list of all the clerks assigned to this group will appear on the left hand side column. To remove a clerk from this group, select the name of the clerk to be removed then select the > arrow to remove. The clerk name will disappear from the left hand side column. Repeat this step for any additional clerks to be removed.



Select **Ok** to save all changes.



All clerks listed on the left hand side column under the Mobile Notifications group will receive all Mobile Check-In and Check-out notifications.