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.

Aobile Notifications	~	All Users	
Name	·	Name	
ADMIN, RSI QA2	+	> ADMIN, RSI QA1	
ADMIN, RSI QA1	_	ADMIN, RSI QA2	
QA1 , Katie		ADMIN, RSI QA3	
Arrival , Pre		Arrival, Pre	
Morph , Shane		Morph, Shane	
		QA1, Katie	

Select **Ok** to save all changes.

Name ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 ADMIN, RSI QA2 ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 ADMIN, RSI QA2 ADMIN, RSI QA2 ADMIN, RSI QA3 Arrival, Pre Morph, Shane Ok Cancel	Name ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 ADMIN, RSI QA1 ADMIN, RSI QA2 ADMIN, RSI QA2 ADMIN, RSI QA3 Arrival, Pre Morph, Shane Ok Cancel VAII Users	Assign Users 🚼 Departments		
Name ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 Admin, RSI QA1 ADMIN, RSI QA2 Admin, RSI QA1 ADMIN, RSI QA2 Morph, Shane Ok Cancel QA1, Katie	Name ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 Arrival, Pre ADMIN, RSI QA3 Morph, Shane Ok Cancel QA1, Katie	Mobile Notifications	All Users	
ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 ADMIN, RSI QA2 ADMIN, RSI QA2 ADMIN, RSI QA2 ADMIN, RSI QA3 Arrival, Pre Morph, Shane > QA1, Katie	ADMIN, RSI QA2 ADMIN, RSI QA1 ADMIN, RSI QA1 ADMIN, RSI QA2 ADMIN, RSI QA2 ADMIN, RSI QA3 Arrival, Pre Morph, Shane QA1, Katie	Name	Name	
ADMIN, RSI QA1 Arrival, Pre Morph, Shane Ok Cancel ADMIN, RSI QA2 ADMIN, RSI QA3 Arrival, Pre Morph, Shane QA1, Katie	ADMIN, RSI QA1 Arrival, Pre Morph, Shane Ok Cancel Arrival, Katie	ADMIN , RSI QA2	ADMIN, RSI QA1	
Arrival, Pre Morph, Shane Ok Cancel ADMIN, RSI QA3 Arrival, Pre Morph, Shane QA1, Katie	Arrival, Pre Morph, Shane Ok Cancel ADMIN, RSI QA3 Arrival, Pre Morph, Shane QA1, Katie	ADMIN, RSI QA1	ADMIN, RSI QA2	
Morph, Shane Ok Cancel Arrival, Pre Morph, Shane QA1, Katie	Morph, Shane Ok Arrival, Pre Cancel > QA1, Katie	Arrival , Pre	ADMIN, RSI QA3	
Cancel Morph, Shane	Cancel > QA1, Katie	Morph , Shane	Ok Arrival, Pre	
> QA1, Katie	> QA1, Katie		Cancel Morph, Shane	
			> QA1, Katie	
				- 1
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All clerks listed on the left hand side column under the Mobile Notifications group will receive all Mobile Check-In and Check-out notifications.