

Instructions

Profile and activities notifications configuration

To access your profile, click on profile button (see icon in red square below).



To edit profile information:

- When you are viewing your profile in the “**INFORMATION**” tab, you can modify your profile by clicking on the red **EDIT** button.
- Fill out all the relevant fields and make sure the information in your profile is up to date as they will be used for communication purposes and in official documents.
- To save changes, click on the **Update** button at the bottom of the page.

To configure the parameters for email and Nagano notifications:

- Click on **ACTIVITIES ON MY PROJECTS**.

Activities on my projects

activity type	dashboard	email
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- In the “**Dashboard**” column, check all the types of activities for which you wish to be notified via the Nagano dashboard (home page).
- In the “**Email**” column, check all the types of activities for which you wish to be notified via email. A daily report of all activities regarding your projects will be sent to you by email.

Please note that different types of activities will be added as you further use Nagano. At first, you must update these parameters more often as to make sure you receive all the notifications you wish to receive.