

Onside notifications

✓ App
✓ Email

	Company admin	Property admin	Checked in staff	Checked in visitor	Team leader	Other recipient
CHECK-IN/OUT						
Check-in/out*	—	✓	✓	—	—	—
High-risk job check-in	—	—	✓	✓	—	—
Checked out by property admin	✓	—	—	—	—	The checked out user
Not approved contractor check-in*	—	✓	—	—	—	—
Unwanted answer check-in*	—	✓ ✓	—	—	—	—
Kiosk notify host	—	—	—	—	—	The host
RISKS/INCIDENTS						
Incident reported (to property)	✓ ✓*	✓ ✓	—	—	—	—
Incident reported (by team member)	✓ ✓*	—	—	—	—	—
Risk created or updated	—	✓	✓	✓	—	—
Risk reported (to property)	✓ ✓*	✓ ✓	—	—	—	—
Risk reported (by team member)	✓ ✓*	—	—	—	—	—
Risk report reviewed	—	—	—	—	—	User who reported the risk
Risk eliminated	—	✓	—	—	—	Property contact
TASKS						
Assigned to you	—	—	—	—	—	Task assignee**
Created on your property	—	✓	—	—	—	—
Status updated (creator)	—	—	—	—	—	Task creator
END OF DAY						
There are still visitors checked in	✓	✓	—	—	—	—
Reminder to check out	—	—	✓	✓	—	—
ETD						
Warning	—	—	—	—	—	The user with ETD
Expired	—	—	—	—	—	The user with ETD
Team member overdue	—	—	—	—	✓	—
No longer overdue	—	—	—	—	✓	—
USER PROFILE						
Profile updated by company admin	—	—	—	—	—	The user who had their profile updated
COMPANY DOCUMENTS						
Expiring soon	✓	—	—	—	—	—
Expired	✓	—	—	—	—	—
Shared with you	✓	—	—	—	—	—
COMPANY (MEMBERS)						
Promoted to admin	—	—	—	—	—	The promoted user
Invite to company	—	—	—	—	—	The invited user
Request to join	✓	—	—	—	—	—
Request approved	—	—	—	—	—	Requesting user
Request denied	—	—	—	—	—	Requesting user
WEEKLY VISITOR REPORT						
Weekly visitor report*	—	✓	—	—	—	Property contact

*Optional **Email optional