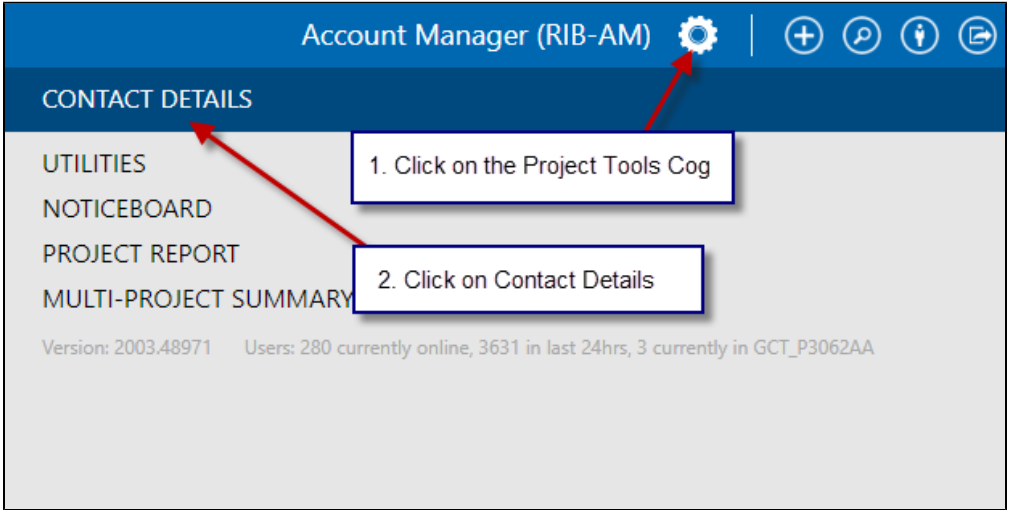
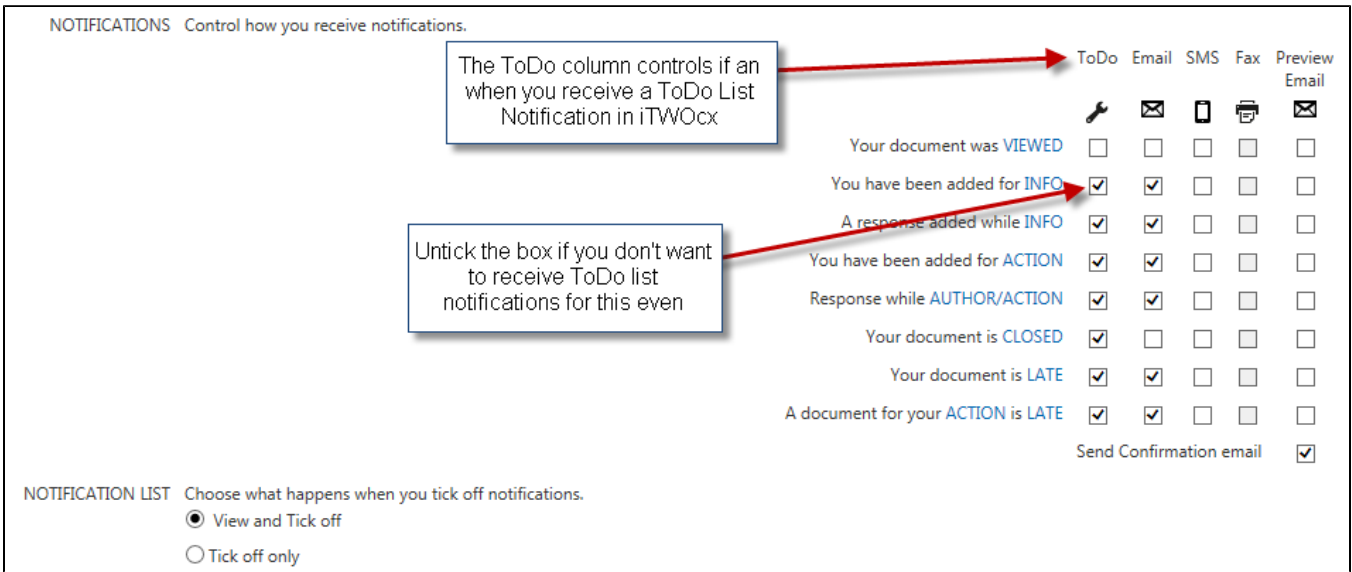


How to control when you receive ToDo List Notifications

- 1) Click on the cog icon to access the menu.
- 2) Click on Contact Details to access your settings.



- 3) Scroll down until you see the section on Notifications.



- 4) The ToDo column allows you to select the events on a form (where you have been added as a collaborator) that will trigger a notification being sent to you in iTWOcx. If you don't want to receive notifications for a particular event then remove the tick by clicking on it.

i For more information on events that trigger notifications refer to [What are iTWOcx Notifications](#).
For information on the Email and Preview Email columns refer to [How to change Email and Preview Notification settings](#).

Don't forget to save your changes by clicking save in the bottom right hand corner.