Daily Digest

The **Daily Digest email** is a **daily** email which tells you what you have **to do today** and what is **currently overdue**. The email is extremely handy for keeping on top of all your deadlines for **NCs**, **Tasks** and **Audits**.

In order to activate this feature:

1. Navigate to **Manage/Users**.
2. Select the User you wish to activate it on.
3. Ensure the User has a **email address** and scroll down to the "**User Alert Preferences**".
4. Select the "**Send Daily Digest**" button.
5. Click "**Update**".

PLEASE NOTE:
The user will now receive an email at **09:00am** every morning in their **local time**.