

Assets Email Alert Summary

Users can enable and set their own notifications preferences for system emails on the Notifications Tab of the My Accounts Page in the Accounts Module.

How To: Edit Email Report/Alert Notification Settings for Existing Accounts

To edit email report / alert settings for existing accounts, go to the Account Settings Tab on the Settings Page of the Communications Module.

Settings

Module SettingsNotification TemplatesCommunication TemplatesAccount SettingsAlert Email TemplatesModule Levels

Account Settings

Search:

Reports

☐	User	Active	Actions	Assets	Documents	Finance	People	Reports	Frequency
☐	abecker (Allison Becker)	✖	Do Not Receive	Do Not Receive	Do Not Receive	(Not Set)	Do Not Receive	(Not Set)	(Not Set)
☐	akrueger (Allen Krueger)	✖	Do Not Receive	Do Not Receive	Do Not Receive	(Not Set)	Do Not Receive	(Not Set)	(Not Set)
☐	avargas (Anthony Vargas)	✖	Do Not Receive	Do Not Receive	Do Not Receive	(Not Set)	Do Not Receive	(Not Set)	(Not Set)

Select the users whose email report/ alerts notification settings you wish to edit.

Account Settings

Search:

The Search textbox simplifies the search for specific users. The dropdown menu allows you to select between users' current statuses for Reports/Alerts receipt. If you wish to edit all user accounts with the same new settings, select the checkbox in the title row of the table to select all users in the table. Selecting a user in one table automatically selects them in the other.

Select the "Edit Selected" button, opening the Update Account Settings Modal.

Update Account Settings

Reports

Status

Not Active

Actions

Do Not Receive

Assets

Do Not Receive

Documents

Do Not Receive

Finance

Do Not Receive

People

Do Not Receive

Reports

Do Not Change

Email Report Frequency

☒ Daily
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

☐ Weekly
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

☐ Monthly

1st

* Months that do not have these days will instead be sent on the last day of the month

Alerts

Status

Active

Accounts

Real Time

Actions

Real Time

Assets

Real Time

Dispatch

Real Time

Documents

Real Time

Finance

Real Time

Forms

Real Time

Meetings

Real Time

People

Real Time

Save

Cancel

Make the desired changes for both email reports/alerts that you would like to apply to the pre-selected users.

Select “Save” for the notification preferences to be altered. Click “Cancel” to return to the Account Settings Tab on the Settings Page with any user accounts being impacted.

Assets Module Email Alerts Summary Table	
Email Alert	Digestible
Asset Assigned	Can be sent via digest
Fault Logged	Can be sent via digest
Asset Deferred	Can be sent via digest
Asset Out of Service	Can be sent via digest
Asset Return to Service	Can be sent via digest
Asset Status Changed to OK from Past due	Can be sent via digest
Asset Task Status Changed	Can be sent via digest

Administrators can update the system default settings (including whether they are sent in real-time or digestible) for alert emails on the Settings Page of the Communications Module.

Revision #2

Created 2026-01-09 18:47:55 UTC by Mitzi Orkus

Updated 2026-01-25 01:34:47 UTC by Mitzi Orkus