Available Project Notifications

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Notifying Team Members of a Project

Emailing Project Comments

Automatic Email Notifications

1. The project owner will automatically be notified in their email every time a proof is uploaded into the job.

Optional Email Notifications

These email notifications can be enabled by an Administrator from Account > Account Settings > Customize > Notification.

1. Team members can be notified when a task is completed or reopened.
2. Task assignees can be notified when a task deadline expires.

Account Settings

GENERAL

Your Logo

Date / Time Zone

Notification

Tags

User Options

PROJECTS

Custom Fields

Project Options

Project Statuses

Project Priorities

Project Filter Groups

Job Launch

PROOFING

Upload Preferences

Proof Access

Custom Disclaimer

Reviewer Security

Approval Statuses

Streamline Upload

dropOFFER™

Project Organizer Notification:

☐ When a task's deadline expires - notify task assignee

☐ When a task gets completed or reopened - notify all project members

Proof Notification:

☐ Check this box to disable the copy of all outgoing proof notifications to the uploader. All other notifications will be delivered as expected.

☐ Default initial reviewer proof notifications to off

☐ Default Reviewer Notification to include list of all Reviewers   ☐ Default Reviewer Notification to include list of all Subscribers

☐ Default Subscriber alert to include list of **Reviewers**   ☐ Default Subscriber alert to include list of **Subscribers**

☐ Notify user filter group members whenever a proof is posted on hold.

☐ Notify uploader whenever a proof's deadline expires

Edit the proof notification e-mail below to meet your needs. Click reset to return to the default e-mail. Click preview to view the entire e-mail including automatically generated info.

Salutation:

Editable body:
(All of the body is not editable, click preview to see entire e-mail.)

Closing: Thank You

Signature:
◉ use Company Name (from Company Info)
◯ other

☐ Include disclaimer at the end of the notification e-mail.

[Save & Preview] [Reset Default]

[Save] [Cancel]