


Creating an email notification filter

1. In Proofer Administrator, click the **Controller** icon, and click the **Events**
2. Click **Notifications**.
3. Click the name of the recipient whose information you want to modify.
4. Select the action you want to take, and follow the steps in the corresponding procedure:

If you want to...	Do this
Enter the event number for Matchprint Inkjet Proofers	<ol style="list-style-type: none">a. Double-click the recipient's name.b. Make sure Custom is selected, and click .c. In the Add Custom Notification window, type the error ID.d. Click OK.
Drag the event from the Events tab into the Notification Manager	<ol style="list-style-type: none">j. Open the Events tab in the Proofer Viewer, Controller Viewer, or Proofer Administrator. <p>You can also choose an event in an Information window.</p> <ol style="list-style-type: none">k. Select the event that you want to filter.l. Drag the event from the Events tab into the Notification Manager.

1. To be only notified of the events in the **Custom** list:
 - In the **Enabled** column, clear the boxes next to **Errors**, **Warning**, and
 - In the **Enabled** column, select the box next to **Custom**, as well as the boxes next to the events in the **Custom** list you wish to receive email notification about.

To avoid receiving email notifications about the events in the **Custom** list:

- In the **Enabled** column, clear the box next to **Custom**.

1. Click **OK**.

Parent topic: [Using email notifications](#)