


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

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**.