

Viewing and overriding other users' event notifications

You can change the event types for which another user receives notification and specify whether the user will receive notifications in individual e-mail messages as events occur or in a summary once per day.

Before a user can receive event notifications, you must enter the user's e-mail address in the **Edit User Information** view.

Note: You cannot view and override other users' event notifications when you are in an integrated system.

1. Open the **Manage Access** view in one of the following ways, depending on your user rights:

If you are assigned this role	Do this
A customer role that includes the Manage Access user right	a. Select the customer. b. Click Manage Access .
A project role for a specific project The role must include the Manage Access user rights.	a. Select the project. b. Click Manage Access .
A library role for a specific library The role must include the Manage Access user right.	a. Select the library. b. Click Manage Access .

2. Select the user.
The user information appears at the bottom of the page. All roles assigned to the user as an individual and as a member of a user group (at the level you're viewing) are listed.
3. Click the **envelope** icon  above the name of a role to view the notification settings for that role.
4. For each event type for which you want the user to receive notifications, select the check box in the **Email** or **Digest** column.
 - **Email:** Sends notifications about the event type in individual e-mail messages as the events occur.
 - **Digest:** Sends notifications in a digest format once per day. The digest format is an e-mail message that summarizes all events of a given type for the past 24 hours. (Your administrator controls the time of day at which digests are sent.)
5. If you select any task-related events, in the **Filter** column, select one of the following options for the user:
 - **mine:** The user will receive notifications only when the event is associated with a task in which the user is involved—for example, the user is assigned the task or the user created the task.
 - **all:** The user will receive notifications when the event is associated with any task, regardless of whether the user is involved.

Note: The **Filter** column is available only when your role includes the View My Tasks and View All Tasks project user rights. If you are assigned only the View My Tasks right, the **mine** setting is automatically selected and you cannot change it.

Note: If you select the Task Status Changed event type, you can only select **all** if your role includes the Task Status View, View My Tasks, and View All Tasks rights.

6. Click **Apply**.