

E-

E-mail notifications are e-mail messages that the system sends to you and other users. Email notifications can be either *directed* or *event-based*.

- Directed e-mail notifications are sent when a user asks another user to perform a specific action, such as approve pages.
- Event-based e-mail notifications are sent when a user asks to be notified when other users perform specific actions, such as approving a page. You control which events you are notified about by subscribing to events. After you subscribe to an event, you receive e-mail notifications for jobs that you have access to.

You can choose whether to receive directed and event-based e-mail notifications. You can receive e-mail notifications in any language that the system supports. You select a language when entering or updating your user account.

Batch e-mail notification (For customer users)

E-mail notifications are grouped to reduce the volume of e-mail messages that you receive. The system stores e-mail notifications in a queue until you log out, your session times out, or the e-mail notification timeout is reached. The printer sets the timeouts on the server.

The following e-mail notifications are sent in a batch:

- Requests to approve or give final approval on jobs
- Notices that files were uploaded
- Approved jobs

Batch e-mail notification (For staff users)

Email notifications are grouped to reduce the volume of e-mail messages that users receive. The system stores e-mail notifications in a queue until a user logs out, his or her session times out, or the e-mail notification timeout is reached. You set the timeouts on the server. For more information, see the *InSite Administration Help*.

For example, a user approves several pages and then logs out of the software. The server sends the user who requested approval an e-mail notification that lists all of the approved pages.

The following e-mail notifications are sent in a batch:

- Requests to approve or give final approval on jobs
- Notices that files were uploaded
- Approved jobs