



Email Alerts

With Vaultview Email Alerts users can be alerted when documents have been uploaded to Vaultview and are available for retrieval.

Email Alerts must be enabled by the Vaultview Site Administrator at the Application Level. Once this has been enabled the local Vaultview Administrator will configure User Security and Email Alerts.

Email Alerts are processed by a Vaultview Server Side Service which queries the Vaultview database to determine which applications have Email Alerts Enabled and which users are configured to receive Email Alerts. Vaultview then determines if any new documents have been uploaded to Vaultview and sends an Email Alert to any configured user who has proper permissions.

Note: User document permissions are determined by their User Role configuration. Please see User "Administration – Vaultview Security" and "Keyword Filters" for information on setting user permissions.

Configuring User Notifications

Your local Vaultview Administrator can configure Email Alerts for users by enabling Email Alert, and selecting the Alert Day under the Vaultview User Profile.

The screenshot shows a 'Add - User Profile' dialog box with the following fields and values:

- User Role: Accounts Payable - User
- Login ID: jsmith
- Name: John Smith
- Email: jsmith@abcwarehouse.com
- Password: [Redacted]
- Confirm Password: [Redacted]
- Comments: [Empty]
- Email Alert: (highlighted in yellow)
- Alert Day: Weekly (highlighted in yellow)
- Use Outlook Client:

Buttons: Add, Cancel

Users can be configured to receive Email Alerts at the following frequencies under the Alert Day drop down menu.

- Daily
- Weekly
- Monthly
- BiMonthly

(Email Alerts are sent to the configured Email address in the User Profile.)



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