

# E-mail Notifications

## Introduction:

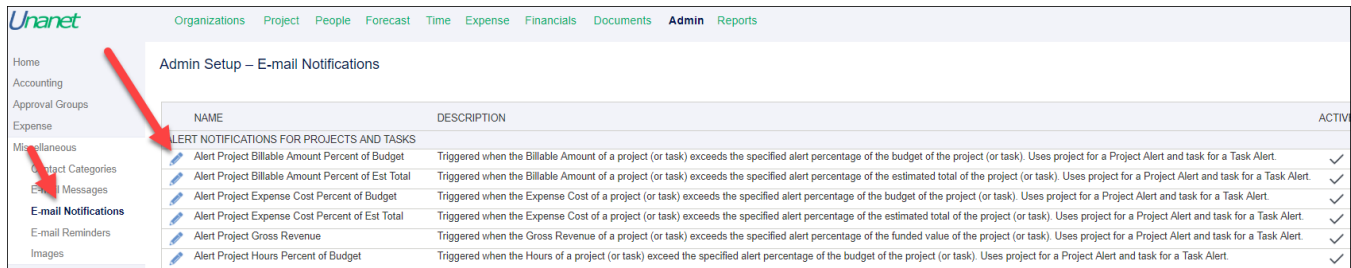
E-mail Notifications are triggered after a specified action has occurred.

## Description:

Notifications are different from Reminders in that Notifications are generated by actions in the system, such as a timesheet being disapproved. Reminders, on the other hand, are scheduled.

One example of a notification is notifying a person that his or her timesheet has been disapproved.

You can control E-mail Notifications via **Admin > Setup > Miscellaneous**. You can also customize the language of the subject and body of the email by clicking the **edit pencil icon**.



NAME	DESCRIPTION	ACTIV
ALERT NOTIFICATIONS FOR PROJECTS AND TASKS		
Alert Project Billable Amount Percent of Budget	Triggered when the Billable Amount of a project (or task) exceeds the specified alert percentage of the budget of the project (or task). Uses project for a Project Alert and task for a Task Alert.	✓
Alert Project Billable Amount Percent of Est Total	Triggered when the Billable Amount of a project (or task) exceeds the specified alert percentage of the estimated total of the project (or task). Uses project for a Project Alert and task for a Task Alert.	✓
Alert Project Expense Cost Percent of Budget	Triggered when the Expense Cost of a project (or task) exceeds the specified alert percentage of the budget of the project (or task). Uses project for a Project Alert and task for a Task Alert.	✓
Alert Project Expense Cost Percent of Est Total	Triggered when the Expense Cost of a project (or task) exceeds the specified alert percentage of the estimated total of the project (or task). Uses project for a Project Alert and task for a Task Alert.	✓
Alert Project Gross Revenue	Triggered when the Gross Revenue of a project (or task) exceeds the specified alert percentage of the funded value of the project (or task). Uses project for a Project Alert and task for a Task Alert.	✓
Alert Project Hours Percent of Budget	Triggered when the Hours of a project (or task) exceed the specified alert percentage of the budget of the project (or task). Uses project for a Project Alert and task for a Task Alert.	✓

Unlike E-mail Reminders, which are scheduled to be sent at specific times, Notifications are triggered in reaction to specific occurrences.

All notifications are enabled by default, so you may decide to disable certain ones. For example, notifications such as Expense Completed, Expense Manager Approved, and Expense Project Approver Approved may be redundant. If positive notifications are desired, then you may elect to only leave Expense Completed enabled, disabling Expense Manager Approved and Expense Project Approver Approved. Often, only negative notifications are desired as in "Your expense report has been disapproved" because people are less concerned and no action is required if the expense report has been approved.

You can control timesheet-specific notifications by checking the active icon on the right side of the E-mail Notifications screen. This setting determines whether or not the user will receive timesheet-related Email Notifications (this does not apply to E-mail Reminders).

TIMESHEET NOTIFICATIONS		
	Timesheet Adjusted	Triggered when a timesheet is adjusted. Sent to the owner of the timesheet.
	Timesheet Completed	Triggered when a timesheet is set to COMPLETED. Sent to the owner of the timesheet.
	Timesheet Completed Adjustment	Triggered when an adjusted timesheet is set to COMPLETED. Sent to the owner of the timesheet.
	Timesheet Customer Approved	Triggered when a timesheet is APPROVED by a customer. Sent to the owner of the timesheet.
	Timesheet Customer Approved Adjustment	Triggered when an adjusted timesheet is APPROVED by a customer. Sent to the owner of the timesheet.
	Timesheet Customer Disapproved	Triggered when a timesheet is DISAPPROVED by a customer. Sent to the owner of the timesheet.
	Timesheet Customer Disapproved Adjustment	Triggered when an adjusted timesheet is DISAPPROVED by a customer. Sent to the owner of the timesheet.
	Timesheet Customer Submit	Triggered when a timesheet is SUBMITTED for customer approval. Sent to all customers for a timesheet.
	Timesheet Customer Submit Adjustment	Triggered when an adjusted timesheet is SUBMITTED for customer approval. Sent to all customers for a timesheet.
	Timesheet Inuse	Triggered when a timesheet is set to INUSE by anyone other than the owner. Sent to the owner of the timesheet.

**Best Practices:**

Populate the body of the notifications with your Unanet URL as in the screenshot below.

The screenshot shows the 'Admin Setup - E-mail Notifications' page in the Unanet system. A table lists various alerts, with the 'Alert Project Expense Cost Percent of Est Total' alert selected. The configuration for this alert is shown below the table:

NAME	DESCRIPTION	ACTIVE
ALERT NOTIFICATIONS FOR PROJECTS AND TASKS		
	Alert Project Billable Amount Percent of Budget	Triggered when the Billable Amount of a project (or task) exceeds the specified alert percentage of the budget of the project (or task). Uses project for a Project Alert and task for a Task Alert.
	Alert Project Billable Amount Percent of Est Total	Triggered when the Billable Amount of a project (or task) exceeds the specified alert percentage of the estimated total of the project (or task). Uses project for a Project Alert and task for a Task Alert.
	Alert Project Expense Cost Percent of Budget	Triggered when the Expense Cost of a project (or task) exceeds the specified alert percentage of the budget of the project (or task). Uses project for a Project Alert and task for a Task Alert.

Configuration for the selected alert:

- Name: Alert Project Expense Cost Percent of Est Total
- Description: Triggered when the Expense Cost of a project (or task) exceeds the specified alert percentage of the estimated total of the project (or task). Uses project for a Project Alert and task for a Task Alert.
- Subject: \$PROJECT \$TASK\_WBS: Expense cost has exceeded \$ALERT\_P
- Message: [http://sites.unanet.com/action/admin/setup/people/email\\_notifications/list](http://sites.unanet.com/action/admin/setup/people/email_notifications/list)
- Active:

**Additional Information**

[KC - Email Reminders and Notifications](#)

[KC - Email Reminders](#)

[Help Docs - Email Notifications](#)