

# Set Up Template Notifications

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With appropriate permissions, you can define the notification settings for a template.

On the *Event Notification Preferences for (event template name)* page, users in your region are listed, along with checkboxes for notification by email, text, pager, mobile app, and the solution (web page). You can select various types of notifications for individual users or search for users by resource group, notification status, role, or resource type, and then select the method checkbox in the header row to subscribe all users that meet your search criteria to that type of notification.

For most event types, you can also limit notifications by resource. For example, selecting the **My Resources Only** checkbox means the user will only receive notifications when the resources they are associated with are involved in the event. Keep in mind, with this selection, at least one delivery method must be selected and on the users' Notification Preferences page, the Notification Limit option must be selected.

**Note:** Selections on the *Event Notification Preferences* page override the preferences that users set up in their own profiles.

## To set up event template notifications

1. In the main menu, click **Event** and then click **Event Setup**. The *Event Templates* page opens.
2. Locate the event template and, on that row, click **the (event template name)**. The *View Event Template* page opens.
3. Click Notification Preferences. The *Event Notification Preferences for: (event template name)* page opens.
4. To search for specific users, use the filter lists and/or enter text, then click **Search**.
5. Take one of these actions.

If you want to...	Then...
Enable notification methods for all users in the list,	In the header row, select the corresponding checkboxes for one or more notification methods.
Enable notification methods for only one user,	On their row, select the corresponding checkboxes for one or more notification methods.

6. If you only want notifications sent when the event involves resources with which the user is associated, select the **Res?** checkbox.
7. Click **Save**.