NOTIFICATIONS LISTS

Notification lists make it easy to store, share, change and reuse email and user group information.

The Notification List entries can be GECS users, email addresses or the names of other GECS Notification Lists.

You can manage your Notification lists from the Notifications lists folder. You can create as many lists as you need. You can organize them into separate folders. These lists can be used in the Event Definitions, "Send alerts to" or "Send email to" fields. They can also be used on the mail tab in a batch job record.
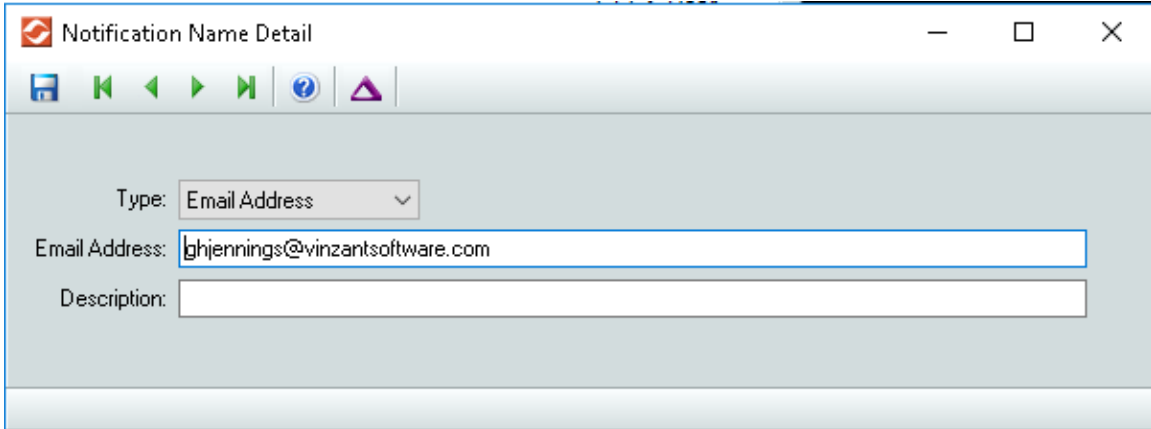
Having the ability to modify a Notifications list without having to make changes to your batch jobs or event definitions can be very beneficial.

When you create a Notification List, you can select a "GECS User" type and use an existing GECS user. Each GECS user record contains an email address field where email information can be stored.

You can also select an "Email Address" type where you would enter an email address directly in the event notification list.

Lastly, you can select the name of an existing notification list.

Every GECS Event can be configured to send a notification to someone. You use the Event Definitions module to configure which events you want to be notified of.

When you select a notification list to send mail to, the list name will display with a caret symbol (^) in front of the list name as shown below.