



Setting up Email notifications within Paxton10

Overview

Paxton10 can automatically send email notifications to people when certain triggers/events occur on the system. For example, if a door has been forced or the fire alarm is activated, you may want to send emails to alert specific people of this. Email notifications are part of the Triggers And Actions framework. Please see APN-0021 for further details ([< www.paxton.info/4964 >](http://www.paxton.info/4964)).

Email

Paxton offers the ability to send an email notification without the need to set up an email server or pay for an email service provider.

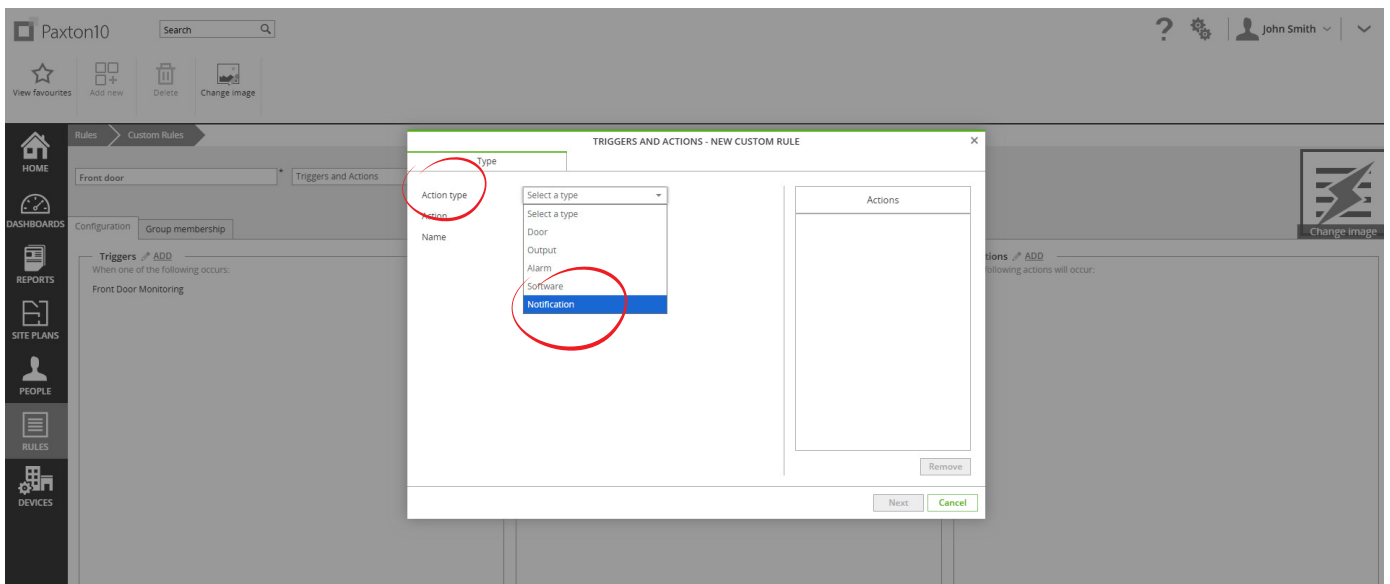
In order for someone to receive email notifications, they must have an email address saved against their user profile.

Please note that there is a limit of 100 email notifications sent per Paxton10 system per day. If this limit is reached a banner will appear in the Paxton10 software and emails will no longer be sent.

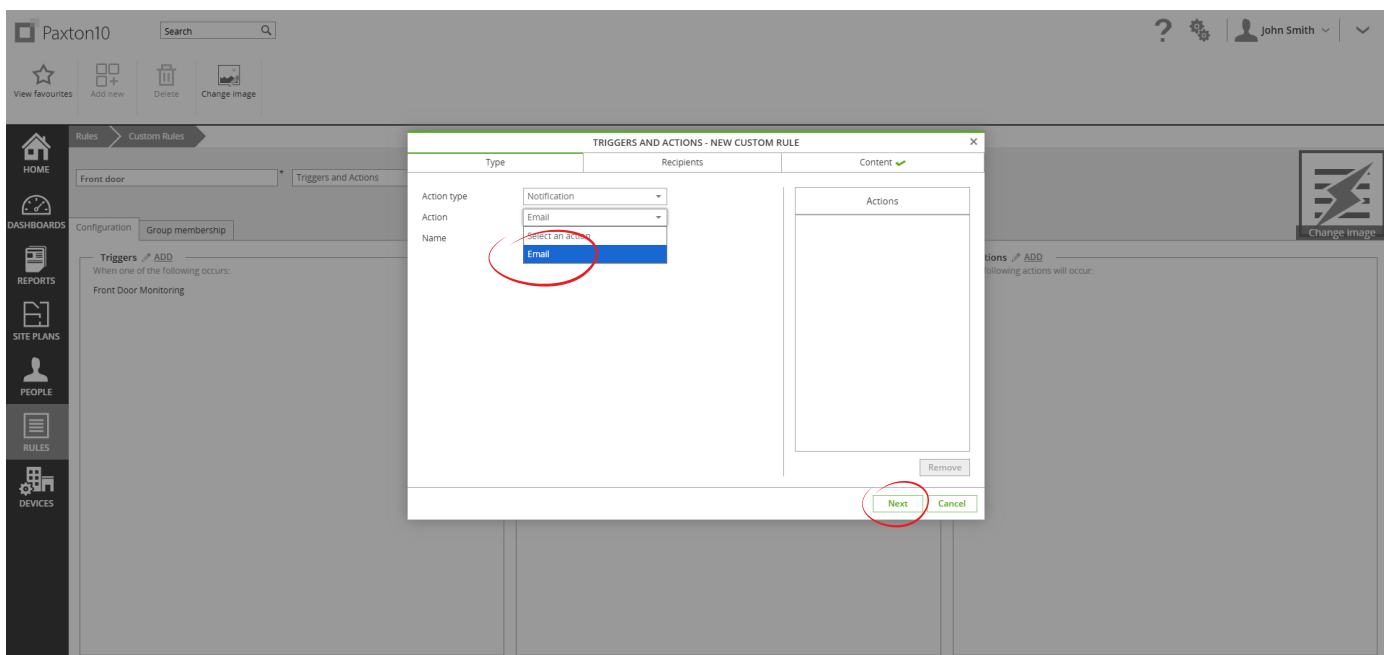
Creating the rule

To create a rule to send emails, navigate to Rules > Custom Rules and create a new Triggers and Actions rule. Or you can edit existing Triggers and Action rules.

1. Once you have completed the Triggers and Constraints (if applicable), add a new action.
2. Click 'Action Type' and select 'Notification'.



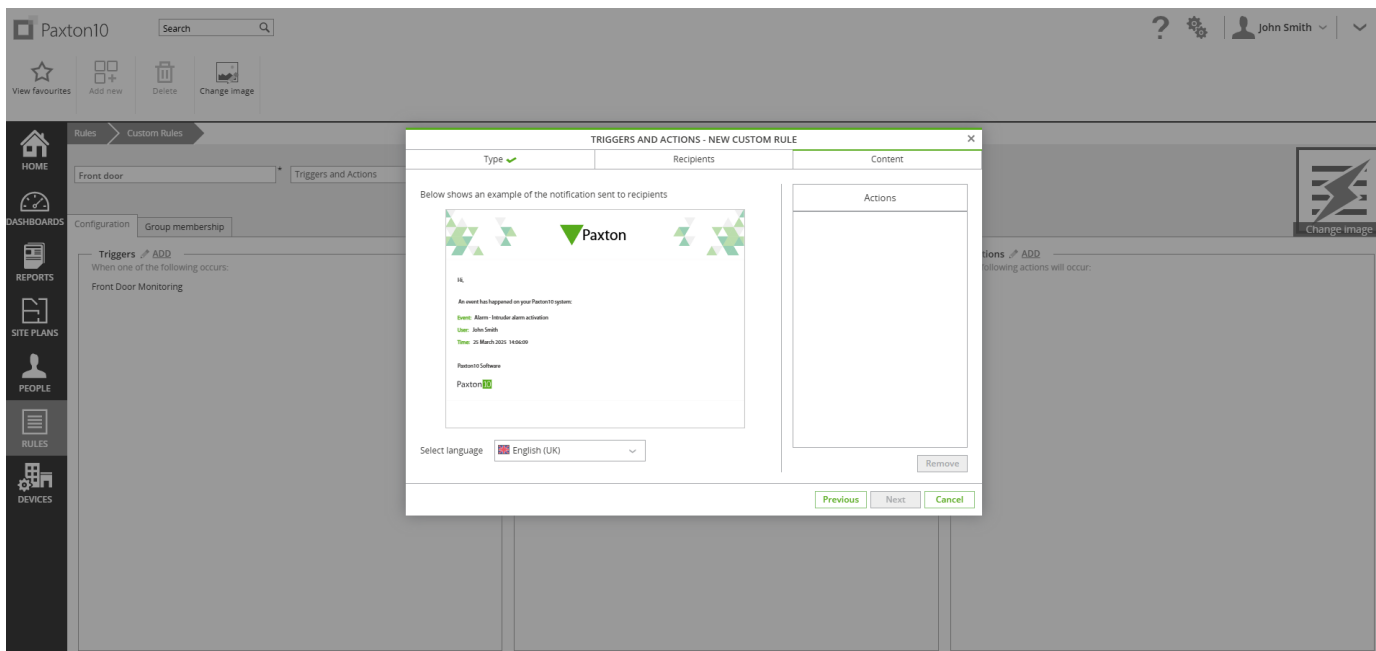
3. Select 'Email' and click 'Next'.



4. Tick the users that you wish to send an email to and click 'Next'.

Note: Users without an email address will be greyed out but can be ticked. You will need to add an email address to their user record before they can be selected.

5. Here you can see an example email. You can also select the language you want the email to be in.



Once the rule has been saved, whenever the selected trigger(s) occur, the system will send the email to the specified people.