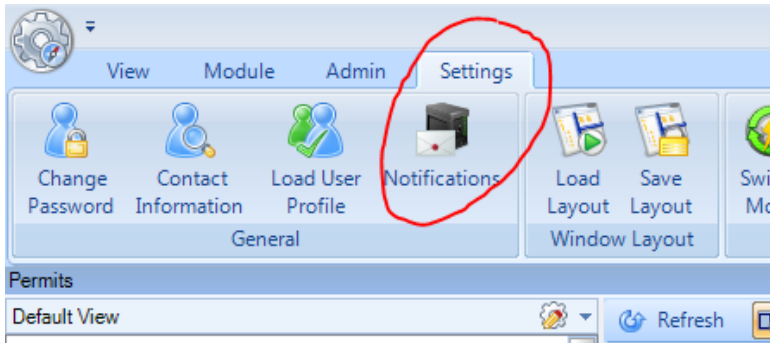


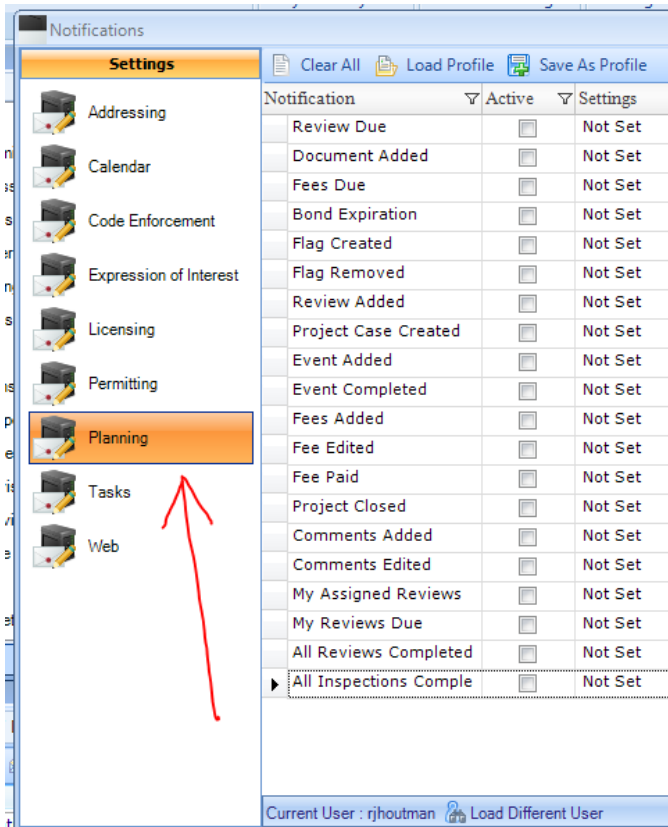
Setting Email Notifications

This example will show how to set a notification for a specific type of Review in a Planning Project, but there are many more notification options in all of the LAMA modules that can be set in the same way.

1. Go to the **Settings** tab on the **Main Menu Ribbon** at the top of the screen and click **Notifications**:

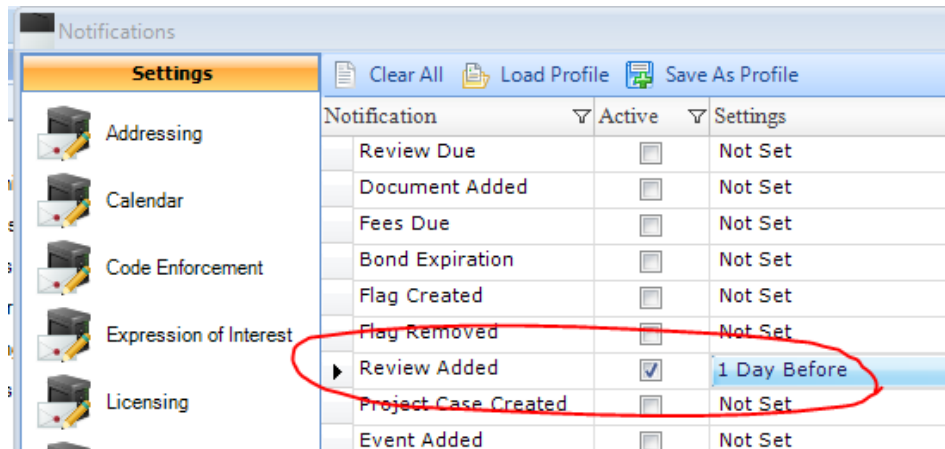


2. In the **Notifications** pop-up window, click on the module you need – in this case, **Planning**, in the list along the left side of the window. You'll see the list of choices on the right change:

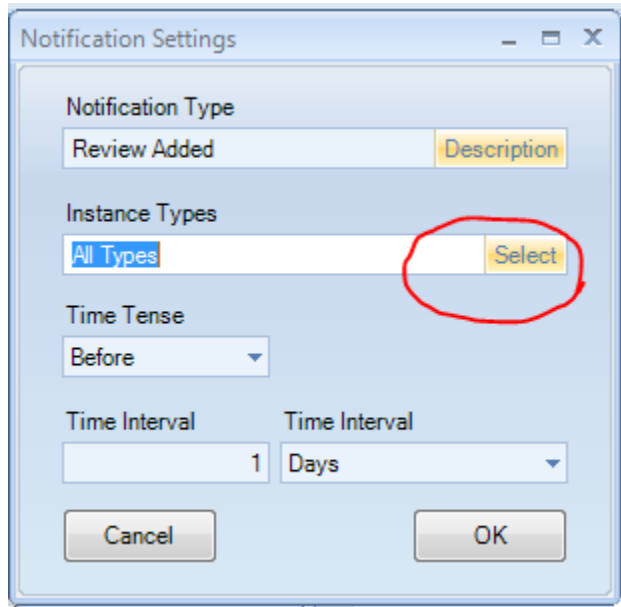


3. Click the checkbox next to **Review Added** in the list of notification types. You'll see the text in the **Settings** column next to the checkbox change from "Not Set" to "1 Day Before". Click on "1

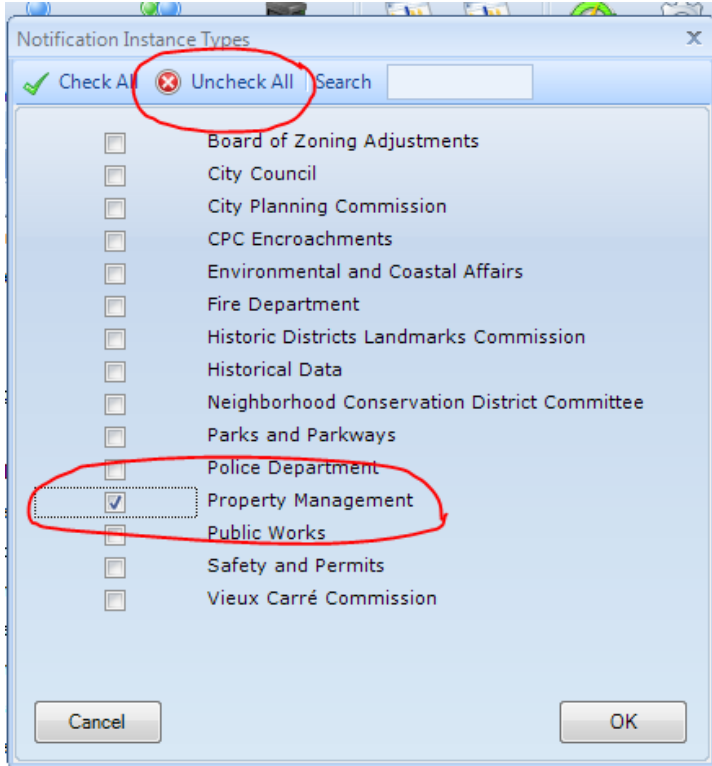
Day Before” to open more options:



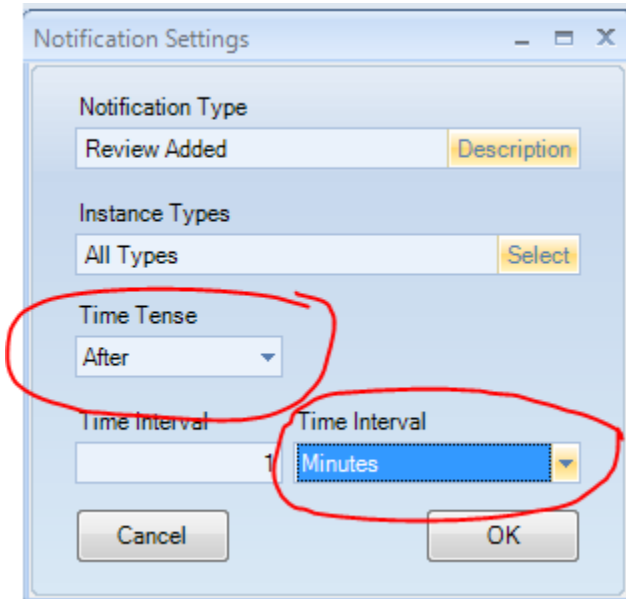
4. In the **Notification Settings** pop-up that opens next, click the **Select** button under **Instance Types** – if you don't do this, you'll get a notification any time *any* review is added on any planning case.



5. In the **Notification Instance Types** pop-up box, un-check all the review divisions you *don't* want notifications before (you can use the **Uncheck all** button at the top to do this quickly, and then re-check your own review division). Click the **OK** button when you've selected the division(s) that you want:



6. When you return to the **Notification Settings** box, change **Time Tense** from "Before" to "After", and change **Time Interval** from "Days" to "Minutes". Click **OK** when you're done:



7. You can close the **Notifications** window now, and the changes will be saved. If you ever want to stop receiving notifications, re-open **Notifications** and uncheck the box next to the notification type, or click the **Clear All** button at the top of the form to get rid of all notifications at once.

