



DICE Products & Technical Documentation

Notify by Email Type

DICE Corporation | 1410 South Valley Center Drive | Bay City, MI 48706 USA | **Phone:** 989.891.2800 | **Fax:** 989.891.2801

dicecorp.com

Copyright © 2017 DICE Corporation. All Rights Reserved



DICE Corporation
Technology Park
1410 South Valley Center Drive
Bay City, MI 48706

1-800-RUN DICE
989-891-2800 | International
989-891-2801 | FAX

info@dicecorp.com

Revision: 9-675d386cfd07cde2068ba0239579c5b9

© 2014 by DICE Corporation. All rights reserved for use in the DICE Corporation Documentation Department. Reproduction, adaptation, or translation without written permission is prohibited, except as allowed under the copyright laws. All of the trademarks, service marks, registered trademarks, names, products, and services mentioned in this document are the property of their respective owners, vendors, or organizations. The proprietary and confidential information in this document is subject to change without notice. DICE Corporation software, products, services, and policies are revised as needed. If the information contained in this document does not match the specific design of a DICE system or arrangement of system options, the system may contain customized programming and features, exhibit differences in functionality and appearance resulting from variations to default setup and configuration parameters, run on a different software release-upgrade or software build, or incorporate advance-release features, patches to builds, or other third-party or special-release DICE software packages. Please direct any comments or questions about this document to the DICE Corporation Documentation Department. Please direct comments and questions about DICE software systems to the appropriate department in DICE Corporation Support.

Table of Contents

Table of Contents	3
Notify by Email Type	4
Add	4

Notify by Email Type

The **Notify By Email Type** tab allows users to assign email functionality to automated emails sent through the system (Figure 1). These emails will automatically send to the defined contacts given their defined parameters. This section instructs users on how to configure automated emails using the available options.

Partitioning

Fax/Email

Event Description

AM Notify

False Alarm Entry

Log Duplicate Signal Timer

Notify By Email Type

Mailing Address

Action Name	From Email	Reply Email	Notify List
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email When Authority Contacted	Jessica Sage	EMAILS FROM DICE	SUB
E-mail contact when autodialed	Jessica Sage	EMAILS FROM DICE	LIST1

+ Add

Edit

Delete

Reload

<<

>>

Page 1 of 1

10

View 1 - 2 of 2

(Figure 1)

Users can interact with the Notify By Email Type table via the available toolbar options. These options are defined below.

Option	Function
Add	Allows users to create new email types. More information on adding email types can be found below.
Edit	Allows users to update existing email types.
Delete	Removes the selected email type from the table.
Reload	Refreshes the table to display up-to-date information.

Add

Selecting Add from the toolbar will display the **Add** dialog box (Figure 2).

Add

Email Type: E-mail Auto Added Subscribers ▼

From Email: ▼

To Email: ▼

Notify List: ▼

Subject:

Filename:

PDF Image:

Report in body not attachment: ▼

Cancel Save

(Figure 2)

Perform the following steps to create a new email type.

1. Select the desired email group from the **Email Type** dropdown.
 - The available types are custom to your system. These types define the group the email will deliver to.
 - **Please note:** After the email type is saved, this field *cannot* be edited.
2. Select the email address the system will use as the *sender* from the **From Email** dropdown.
 - The emails displayed here are those assigned to contacts on the account. For more information on assigning contact emails, see the documentation available [here](#).
3. Select the email address the system will use as the *recipient* from the **To Email** dropdown.
 - The emails displayed here are those assigned to contacts on the account. For more information on assigning contact emails, see the documentation available [here](#).
4. If applicable, select list of emails the email should send to from the **Notify List** dropdown.
 - For more information on managing Notify Lists, see the documentation available [here](#).
5. Input the information that should populate the email subject line into the **Subject** field.
6. If applicable, input the text that will assign to any files attached to the email into the **Filename** field.
7. The **PDF Image** field is used to assign names to files as they appear in DICE CORE.
8. Select how any included report attachments should be attached to the email from the **Report in body not attachment** dropdown.
 - **Y:** Reports will be included within the body of the email.
 - **N:** Reports will be attached to the email as separate files.
9. Select **Save** to complete creating the email type.

Repeat the above steps as necessary to create additional email types.