

Email alerts

The alert settings determine when the assignee receives email notifications about activity on a proof.

Email alerts are separate from the **notifications** someone receives when there's a new proof to review or when a proof is late. Even if email alerts are set to Disabled, reviewers are still notified of a new proof or version.

	DESCRIPTION
All Activity	Email is sent any time there is activity on the proof (comments, replies, or decisions). A good option if you need to keep an eye on an urgent project.
Replies to My Comments	Email is sent when someone replies to a comment you made.
Decisions	Email is sent when a reviewer/approver makes a decision on the proof (approve, reject, etc.). A good call-to-action for people managing the review, signaling that one of the reviewers is done leaving comments.
Final Decision	Email is sent when the last reviewer/approver in the last stage of the review makes a decision on the proof (approve, reject, etc.).
Hourly Summary	Email is sent with a summary of all comments, replies, or decisions, only if a change occurred in the last hour. Sent at the top of the hour, only if there is new activity on the proof within the past hour.
Daily Summary	Email is sent with a summary of all comments, replies, or decisions, only if there was activity in the last day. Sent once a day at midnight.
Disabled	No alert emails are sent regarding proof activity. However, users still receive the new proof and new version emails.

CUT BACK ON EMAIL

Keep email at a minimum and targeted at the right people with email alerts. Workfront offers these general recommendations:

- **Final decision**—This sends an email when the last person makes a decision on the proof. Assign to the person monitoring the proof workflow. Workfront recommends this alert when using a basic workflow, so the person monitoring the proof knows that all decisions have been made.
- **Decisions**—This sends alerts as each proofing workflow stakeholder makes a decision on the proof. This option is best when using an advanced workflow, with several decisions. Assign to the person monitoring the workflow.
- **Disabled**—Use this for guest proof recipients to limit the emails they receive about the proof. They are still notified about new proofs, new versions, and late proofs.

Don't set the alert to "All Activity" unless you want to receive emails about every action on the proof. This results in multiple emails, multiple times a day.