



## LEARNING CUMULUS (POWER TIP):

# Email Notifications Based on Metadata Values

Want to know when it's time for you to edit, approve or even download a new asset? It's easier than you might think!

Whether a file is "Ready for Approval" or "Ready for Distribution," email notifications help keep your workflow flowing!

### Email notification triggers overview.

Email notification triggers can check for certain values each time an asset record is saved. If a value match is found, email is sent.

Triggers are configured using the Cumulus Native Client. Any user (or role) with adequate permissions can configure triggers. Each asset record can be configured with any number of different triggers, so one person can be notified for one metadata condition, while another user is notified for a different condition.

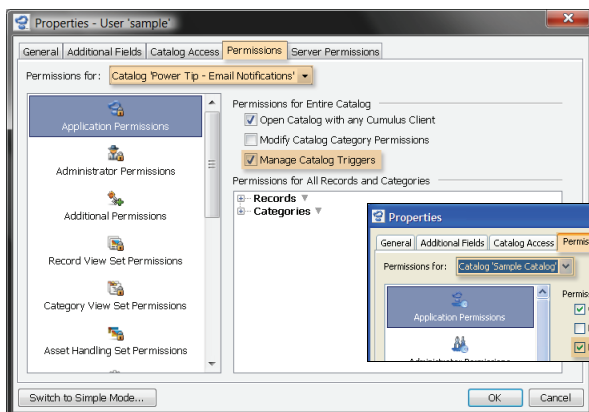
Existing triggers can be edited or deleted at any time by the creator or the catalog administrator.

### Permission to create triggers, please.

By default, only the Cumulus administrator can create triggers. But it's easy to add this permission to user accounts too.

A trigger that watches for a specific value in any asset record (or category) is called a *catalog trigger*. This is what we want to do, so that's the permission we'll set.

Find this permission in the Cumulus Server Console under the Permissions tab (see below). Once granted, the user (or role) can create new catalog triggers, and modify or delete any catalog triggers he or she previously configured.

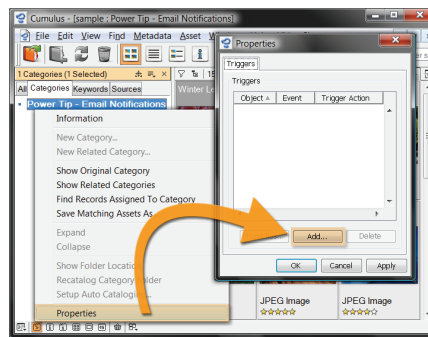


This image shows permissions being granted for the creation, editing and deletion of catalog triggers for the selected catalog. (This window appears slightly different in systems that predate Cumulus 8 (below), but the same option is still there.)

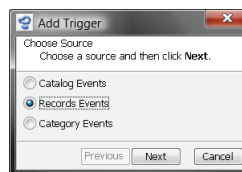
### Creating new triggers.

To create a new catalog trigger:

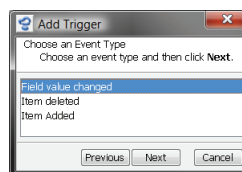
1. Right-click on the catalog's name in the category tree and select **Properties** from the menu.



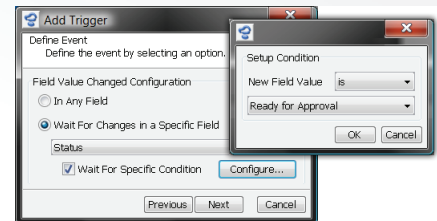
2. Click the **Add** button and choose **Record Events** as the trigger type.



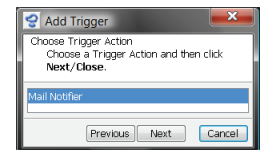
3. Next, choose **Field Value Changed** as the event type.



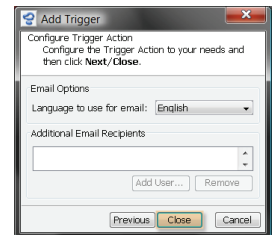
4. Set the condition that will generate the email.



5. Choose the **Mail Notifier** option, and continue to the next screen.



6. On the final screen, click **Close** to save the new trigger. (Add User enables you to select other users to receive notifications too, if your account has been granted the **Browse for Users** permission. (*Server Permissions > Administrator Permissions*))



**NOTE:** Cumulus admins can configure email server settings and edit email notification text in the MailConfig.xml file found in the conf folder of the Cumulus Server installation.

*This Power Tip is intended to work in Cumulus 7.6 or later.*

For more information, contact your local Canto partner, or Canto:

In the U.S.  
+1 (415) 495-6545  
In the E.U.  
+49 (0) 30 390 485 0  
Everywhere  
info@canto.com