Manage Email Warnings

The **Email Alert List** in OPS-COM allows administrators to define and manage a list of email addresses that will receive critical system alerts. This feature is vital for ensuring that designated personnel are promptly notified of important events, such as security breaches, system errors, or specific operational triggers, enabling swift response and management.

Setup & Configuration

Manage Email Warnings is accessed through the **System Configuration** menu.

1. Click **System Configuration**, **Alerts.**
2. Click **Manage Email Warnings**.

You'll be redirected to the **Manage Email Warnings** page, where you can manage the list of recipient email addresses.

Using this Feature

The **Manage Email Warnings** page enables you to add, edit, or delete email addresses that are designated to receive warning notifications.

Adding an Email Address

1. Click **Add Warning Email**.
2. An input box will appear. Enter the desired email address into the text box.
3. Click **Save Changes** to add the email address to the list.

Editing an Email Address

1. Locate the email address you wish to modify in the list.
2. Click the **Edit** button next to that email address.
3. Make the desired changes to the email address in the text box.
4. Click **Save Changes** to update the entry.

Deleting an Email Address

1. Locate the email address you wish to remove from the list.
2. Click the **Delete** button to the right of that email address.
3. A pop-up confirmation window will appear.
4. Click **Delete** to confirm the removal, or click **Cancel** to return to the previous page without deleting.

Best Practices & Considerations

- **Designated Recipients**: Only add email addresses of personnel who are responsible for monitoring and acting upon system warnings.
- **Monitor Regularly**: Periodically review the emails sent to these addresses and the list itself to ensure all recipients are current and the warnings are being received and actioned appropriately.
- **Group Email Addresses**: Consider using a distribution list or group email address (e.g., `ops-alerts@yourcompany.com`) if multiple individuals need to receive the same warnings. This simplifies management, as you only need to update the group's membership in your email system, not in OPS-COM.
- **Validation**: Ensure that all entered email addresses are valid and actively monitored to prevent missed critical alerts.

Revision #4
Created 22 May 2024 08:16:12
Updated 16 June 2025 16:00:54 by Shannon Jones