

Notifications can be setup on Form or Table audits. The example below outlines the step to setup email notification on a Table audit. Auditor's email functionality is compatible with MAPI compliant email applications.

1. Go to Microsoft Dynamics GP | Tools | Setup | Auditor | Groups
2. Select the Group ID you would like to add a notification to
3. Select the field you would like to add a notification to (Example: Vendor Check Name below)
4. Click on the Field Options button to open the Field Options
5. If you would like to send an email to only the Auditor System Administrator mark the Notify System Administrator checkbox. This will trigger Auditor to send a notification to the user(s) marked to receive email notifications in the Auditor Setup window (MS Dynamics GP | Tools | Setup | Auditor | Auditor Setup).
6. Mark the Send an Email to this Alternative Address and enter the email address to the user you would like notified. If you mark this option and would like to send emails to multiple users you will need to first create an email alias and then enter the email alias in the email address field.

