Configuring Error Notifications on Jira On-premise

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Introduction

If you encounter an error in Exalate, a notification will be sent to the **jira-administrators** group. It means that all users in the **jira-administrators** group get an email notification.

For an admin, working and doing the follow-up on Exalate is really helpful. However, not all JIRA administrators are working with Exalate, so they don't need to get these emails.
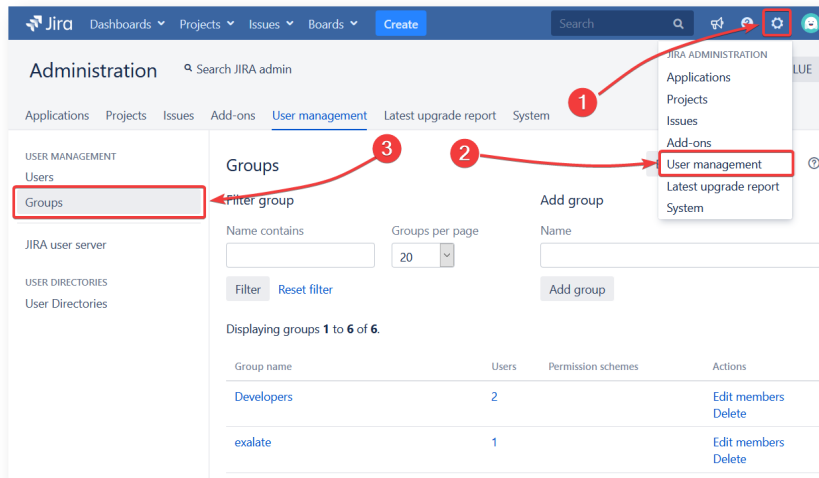
You can choose which users should get the notification about the Exalate error.

Configuration

Create a new Jira users group **exalate-administrators** with the users who should be notified about Exalate errors.

To create a user group:

1. Go to ⚙ **Administration** > **User management** > **Groups**.

2. Enter the name of the group in the **Name** field.
3. Select **Add group**.
4. Select **Edit members**.
5. Enter the users in the **Add members to selected group(s)** field.

Groups

Bulk edit group members

This page allows you to edit the user memberships for each group.

You can add to and remove users from multiple groups at a time. When selecting multiple groups please note:

- All the common users in the selected groups are displayed under the 'All' label and the remaining disparate users are displayed under the label with its group name.
- **Removing Users** - Removing user(s) listed in the 'All' section will remove the selected user(s) from all of the selected groups. However if user(s) are selected under a specific group name(s), the selected user(s) will be removed from the group its listed under.
- **Adding Users** - All user(s) to be added are added to all of the selected group(s).

Step 1: Select group(s) to edit and refresh the members list
Step 2: Select users to leave OR join the selected group(s) and click on the corresponding button

Selected 1 of 6 groups

exalate-administrators ×

1 Group member(s)

exalate-administrators
   admin

Add members to selected group(s)

Begin typing to find users.

Add selected users

Remove selected users

Product

6. Select **Add selected users**.