

Alerts

Alerts are features of SharePoint to keep you updated with changes made to the documents, calendars or lists on the shareNET site even when you are not logged into the site. You have the ability to set up email alerts to notify you of changes. Alerts can be set up on specific content with which you wish to remain notified of changes, such as:

- **Lists** — Users are notified of changes to the list, such as when an item is added, deleted, or changed in a list.
- **List items** — Users are notified of changes to a particular item in a list.
- **Document libraries** — Users are notified of changes to the document library, such as when a document is added, deleted, or changed in a document library or when Web discussion are added, changed, deleted, closed, or activated for a document.
- **Documents** — Users are notified of changes in a particular document or when Web discussions are added, changed, deleted, closed, or activated for a document.

When a user creates an alert for one of these items, he or she can specify what types of events will trigger an alert. Alerts can be generated whenever a document or list item is added, updated, or deleted in a document library or list, or when a Web discussion on a document or list changes. A user can specify one of these events, or select all of them to be notified whenever anything changes on the list, list item, document, or document library they want to track.

Users also have the ability to decide how often they want to receive alerts: immediately, daily, or weekly. Immediate alerts are sent as individual e-mail messages and daily or weekly alerts are combined into summary messages for the entire Web site.

Users can add, change, or delete alerts by using the My Alerts link from the Site Settings menu on the shareNET site.

Configuring Alerts

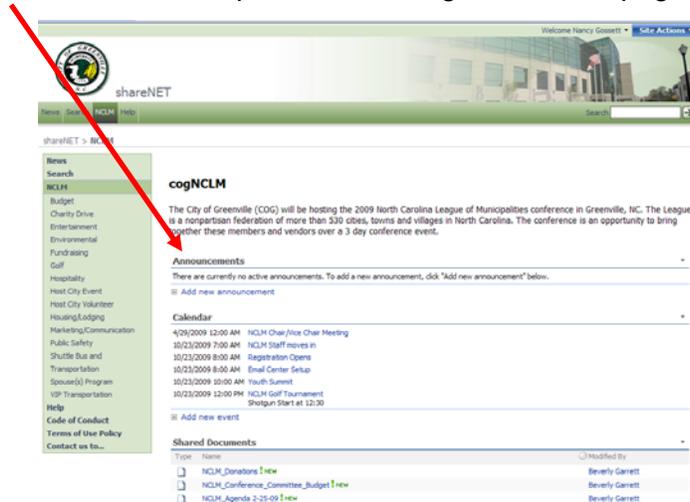
The following instructions are specific to creating an alert based on a custom list within a site. The alert set-up instructions are consistent across the site and can be applied to all webparts and individual items on the site. Follow these simple steps:

1. Access the list where the alert will be applied.
2. Click on the Actions menu, then select Alert Me.
3. On the New Alert page, fill in the relevant information, such as the alert title, who to send the alert to (this will default to your e-mail), select the type of alert (all changes, new items only, modifications to new items, etc), and when to send the alert.
4. Click OK and now the alert is setup.

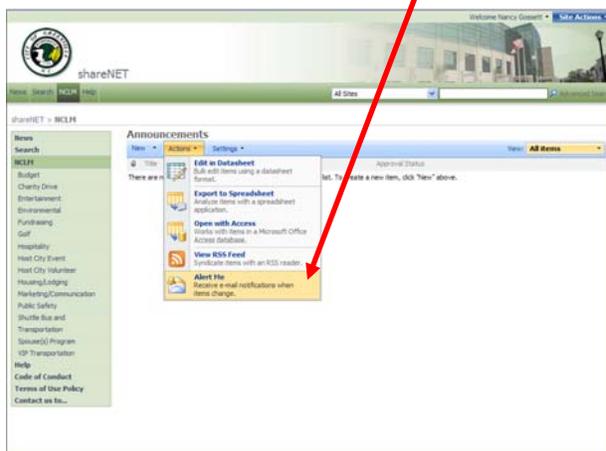
Please read further for specific examples from the cogNCLM site.

Example of Setting Up Alerts for the Announcements webpart:

1. Select the Announcements webpart from the cogNCLM homepage.



2. Click on the Actions menu and then select the Alert Me option.



3. On the New Alert page, fill in the relevant information, such as the alert title, who to send the alert to, the type of alert (all changes, new items only, modifications to new items, or deleted items), the type of change (anything, others making changes to their items or my items, etc.) and when to send the alert (immediately, daily, or weekly).

The screenshot shows the 'New Alert' form. The form is titled 'New Alert' and has a yellow header. Below the header, there is a description: 'Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.' The form contains several sections:

- Alert Title:** Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.
- Send Alerts To:** You can enter user names or e-mail addresses. Separate them with semicolons.
- Change Type:** Specify the type of changes that you want to be alerted to.
- Send Alerts for These Changes:** Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.
- When to Send Alerts:** Specify how frequently you want to be alerted.

On the right side of the form, there are several options:

- Alert Title:** A text box containing 'Announcements'.
- User:** A text box containing 'Nancy_Gosssett'.
- Only send me alerts when:** Radio buttons for 'All changes', 'New items are added', 'Existing items are modified', and 'Items are deleted'.
- Send me an alert when:** Radio buttons for 'Anything changes', 'Someone else changes an announcement', 'Someone else changes an announcement created by me', 'Someone else changes an announcement last modified by me', and 'An announcement with an expiration date is added or changed'.
- When to Send Alerts:** Radio buttons for 'Send e-mail immediately', 'Send a daily summary', and 'Send a weekly summary'.
- Time:** A dropdown menu showing 'Friday' and a time dropdown showing '10:00 AM'.

At the bottom right of the form, there are 'OK' and 'Cancel' buttons.

Example of Setting Up Alerts for a shared document (or specific item in a list):

1. Select the Shared Documents webpart from the cogNCLM homepage or any subcommittee site.

2. Navigate to the document, point to the document file name, click on the down arrow and select the Alert Me option.

3. On the New Alert page, fill in the relevant information, such as the alert title, who to send the alert to, the type of change (anything, others making changes to their items or my items, etc.) and when to send the alert (immediately, daily, or weekly).

New Alert

Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.
View my existing alerts on this site.

Alert Title
Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.

Shared Documents: 2009 Conference

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:
Nancy Gossett

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:
 Anything changes
 Someone else changes a document
 Someone else changes a document created by me
 Someone else changes a document last modified by me

When to Send Alerts
Specify how frequently you want to be alerted.

Send e-mail immediately
 Send a daily summary
 Send a weekly summary

Time:
Friday 11:00 AM