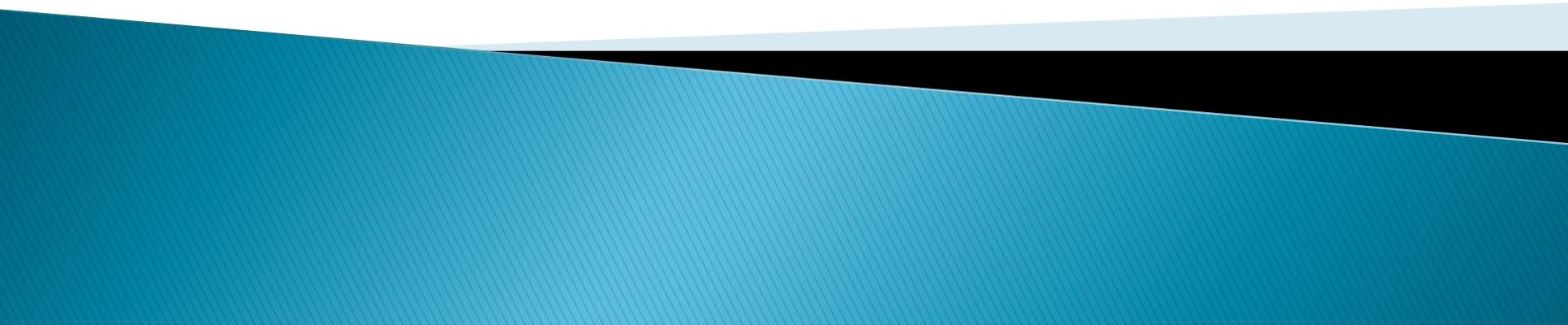


Setting Alerts on Lists and Libraries

SharePoint 2010



Introduction

- ▶ Alerts are notification sent via email when a change has occurred in the designated list or library

Site Actions ▾ Browse Page

 Program Mgmt/Admin ▶

First Responder Resource Site First Responder Teams ▾ Program Mgmt/Admin

Libraries
Shared Documents

Discussions
Federal Leadership Discussion Board
Contractor and Federal Team Discussion

Lists
Monthly Report
RRC/CRC Availability
Travel Tracker

RRC/CRC Availability

<input type="checkbox"/>	Name	Location
There are no items to show in this view of the RRC/CRC Availability		
Add new event		

Dragon List

<input type="checkbox"/>	Issue ID	Project
	2	Exercise Design and Player Interact...
	4	Provide Project Management/Task...

SP Implementation Discussion Board - RRC/CRC InOut ...

Share Adobe PDF

Reply Reply Forward Delete Move to Other Categorize Mark as Find
Respond to All Folder Actions Actions Options Unread Related Find

From: 1st Responder SharePoint Implementation [sharepoint@eota.energy.g... Sent: Mon 3/12/2012 11:36 AM
To: Paul Stoudenmire
Cc:
Subject: SP Implementation Discussion Board - RRC/CRC InOut Board

[1st Responder SharePoint Implementation](#)
A reply to *RRC/CRC InOut Board* has been added
[Modify my alert settings](#) [View RRC/CRC InOut Board](#) [View SP Implementation Discussion Board](#)

Subject: RRC/CRC InOut Board
Body: Two more things:

- 1 - Request that the default value for "available/not available" be "not available" on the out of office entry creation form.
- 2 - Request that a pop-up calendar be available on the out/return date fields.

From: Dunlap, Robert
Posted At: Monday, March 12, 2012 1:25 PM
Posted To: 1st Responder SharePoint Implementation - SP Implementation Discussion Board
Conversation: RRC/CRC InOut Board
Subject: RRC/CRC InOut Board

There isn't a selection for HQ in the "RAP Role" for RRC/CRC availability. It would be good to have this for AJ and me to let the field know when we are out.

Setting an Alert

The screenshot shows a web application interface for 'Program Mgmt/Admin'. The top navigation bar includes 'Site Actions', 'Browse', and 'Page'. Below the navigation bar is a logo for 'FIRST RESPONDER PROGRAM' and the text 'Program Mgmt/Admin'. The main content area is divided into sections: 'Libraries', 'Discussions', and 'Lists'. The 'Libraries' section contains 'Shared Documents' and 'RRC/CRC Availability'. The 'Discussions' section contains 'Federal Leadership Discussion Board' and 'Contractor and Federal Team Discussion'. The 'Lists' section contains 'Monthly Report', 'RRC/CRC Availability', and 'Travel Tracker'. The 'RRC/CRC Availability' link is highlighted in both sections. A large number '1' is placed to the left of the interface, with two red arrows pointing to the 'RRC/CRC Availability' link in the 'Libraries' and 'Lists' sections respectively.

1. Open the list or library you want to set an alert on. You can either click on the title of the list or library or the link in the Quick Link menu

Setting an Alert

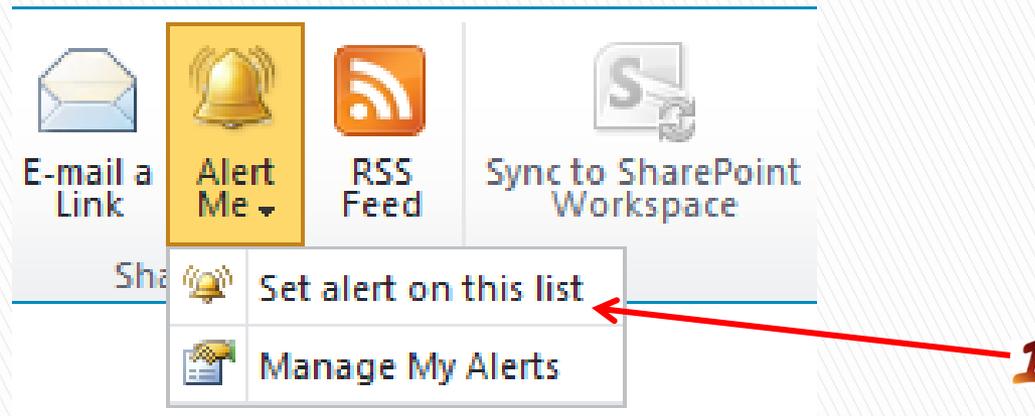
The screenshot shows a SharePoint interface for a site titled "Program Mgmt/Admin". The breadcrumb path is "Program Mgmt/Admin > Dragon_List > All Issues". The ribbon is set to "List Tools" with the "List" tab selected. A red arrow labeled "1" points to the "List" option in the ribbon. Below the ribbon, a table of issues is visible:

Issue ID	Project
2	Exercise Design and Player Interaction is drivin
4	Provide Project Management/Tasking capability
5	Present "Rightsizing" or Re-org proposals to AJ,

The ribbon also shows the "Share & Track" section with the "Alert Me" icon highlighted by a red arrow labeled "2".

1. Select List from the List Tool menu
2. Select "Alert Me" from the ribbon menu

Setting an Alert



1. Select “Set alert on this list”

Setting an Alert

Dragon_List - New Alert

OK Cancel

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

Dragon_List

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

Users:
Stoudenmire, Paul ;

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

E-mail pstoudenmire@itpnm.com

Text Message (SMS)

Send URL in text message (SMS)

1. Complete the Alert property form (top half)

Setting an Alert

Change Type Specify the type of changes that you want to be alerted to.	Only send me alerts when: <input checked="" type="radio"/> All changes <input type="radio"/> New items are added <input type="radio"/> Existing items are modified <input type="radio"/> Items are deleted
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: <input checked="" type="radio"/> Anything changes <input type="radio"/> Someone else changes an item <input type="radio"/> Someone else changes an item created by me <input type="radio"/> Someone else changes an item last modified by me <input type="radio"/> Someone changes an item that appears in the following view: <input type="text" value="My Issues"/>
When to Send Alerts Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)	<input checked="" type="radio"/> Send notification immediately <input type="radio"/> Send a daily summary <input type="radio"/> Send a weekly summary Time: <input type="text" value="Wednesday"/> <input type="text" value="11:00 AM"/>

OK Cancel



1. Complete the Alert property form (bottom half)
2. Select OK to save and activate