



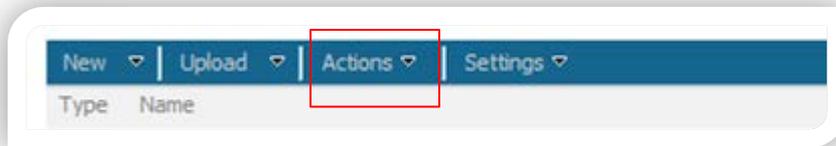
Bighorn Alerts



6/6/2013

Overview

- An Alert is a notification of specific changes to a document list within the Bighorn Portal.
- When a change has been made to a specific item within a document list and the user has created an Alert, the user will be notified via email of the specific changes.

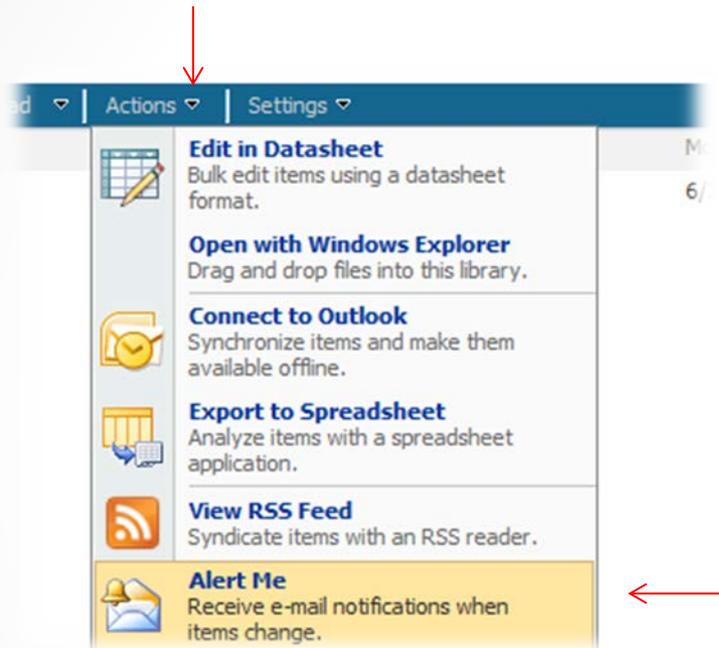


Create an Alert

1. Locate the specific list to create an Alert.

*An Alert can be created anywhere in the Bighorn Portal that displays "Actions" and has a drop down arrow.

(Alerts can be created in several areas of the website, this example is using the Assessment Tab.)



Creating an Alert

2. Select the "Actions" drop down arrow
Select "Alert Me"

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.

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.

Only send me alerts when:

- All changes
- New items are added
- Existing items are modified
- Items are deleted
- Web discussion updates

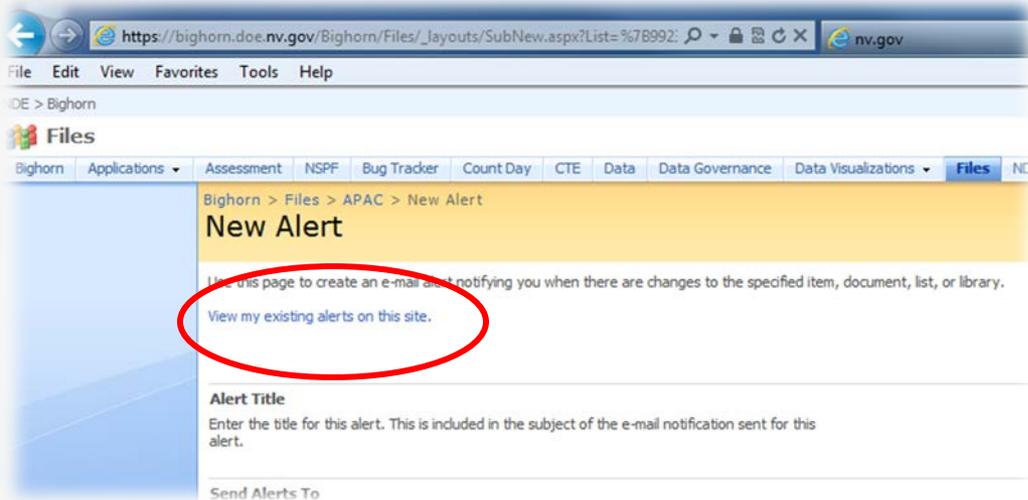
Send me an alert when:

- Anything changes
- Someone else changes a document
- Someone else changes a document created by me
- Someone else changes a document last modified by me

Times:
Thursday 7:00 AM

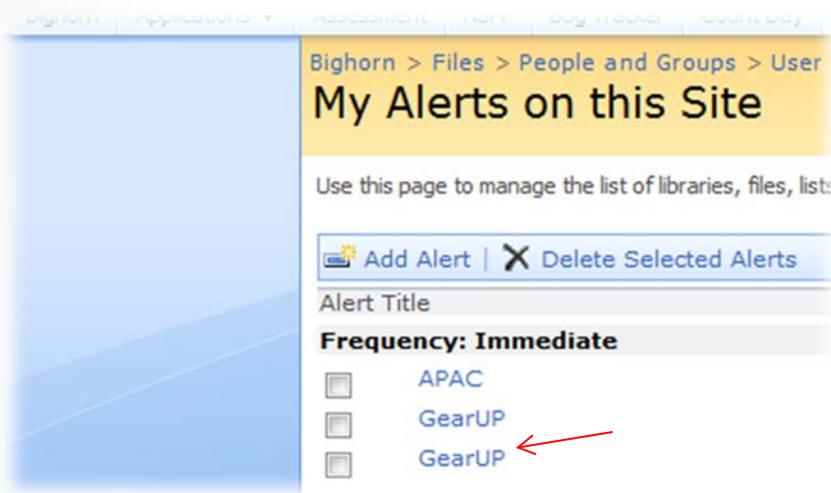
Creating an Alert

3. Complete the "New Alert" form and select "OK". (Alert title, send alerts to, change type, send alerts for these changes, when to send alerts.)
4. . Your Alert has been created and notifications will be sent.



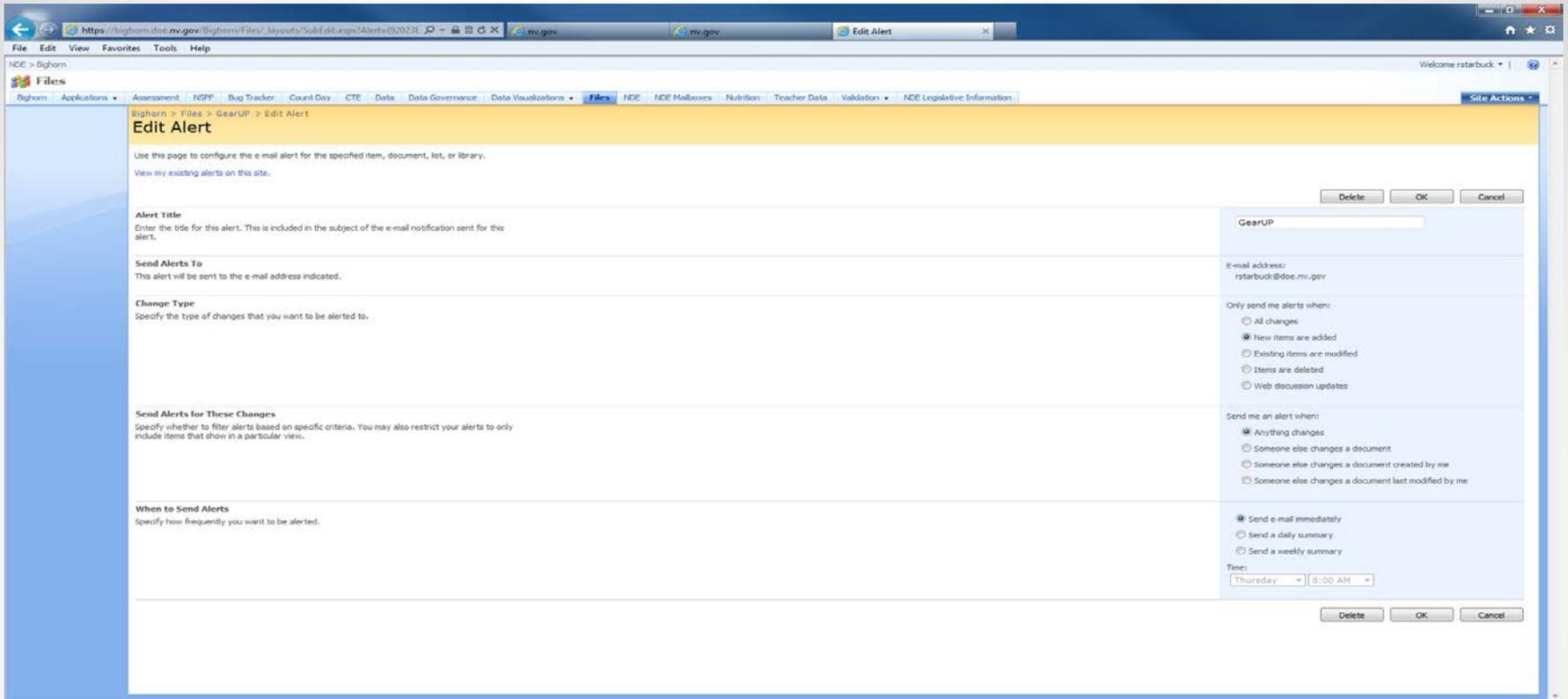
Edit an Alert

1. Complete the "Creating an Alert" steps 1 and 2.
3. Click "View my existing alerts on this site" link.
(Located on the Alert form.)



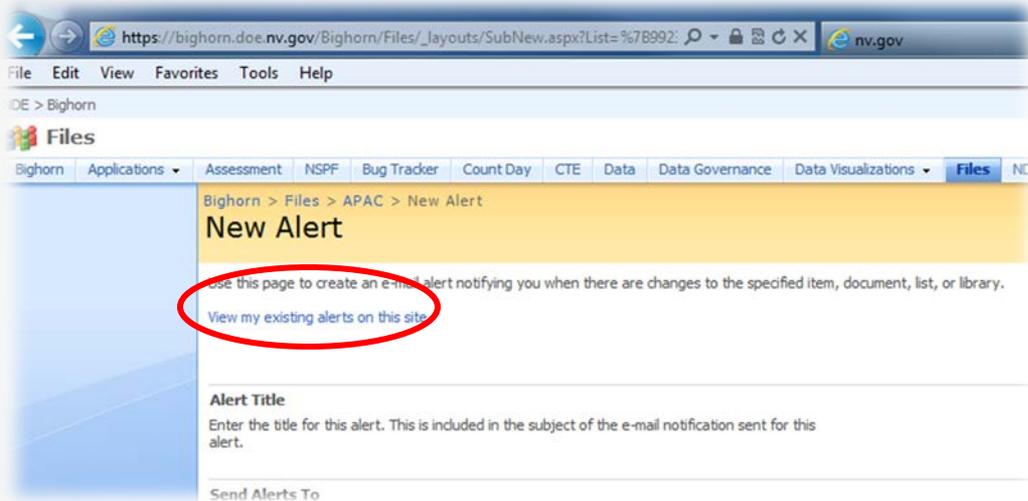
Edit an Alert

4. Click on the "Alert Title" link to edit the Alert information.
 - a. A user may also add an alert to specific areas from the "Add Alert" link.



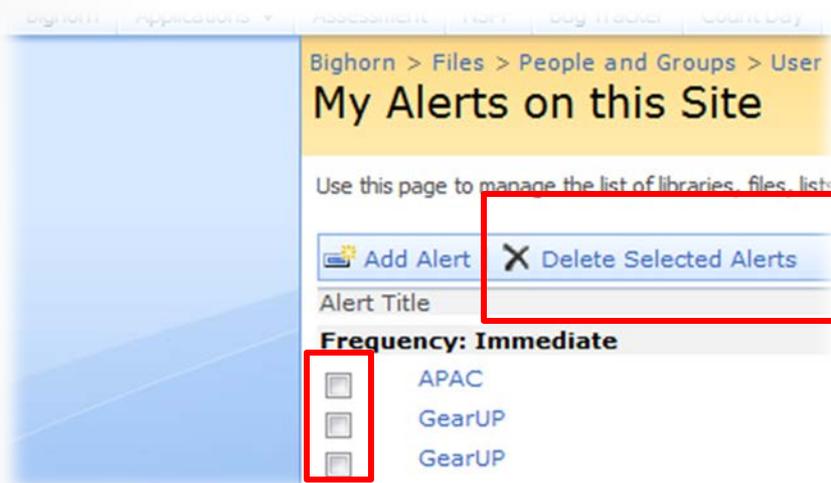
Edit an Alert

5. Modify the "Alert Form" and select "OK".
6. Alert has been modified.



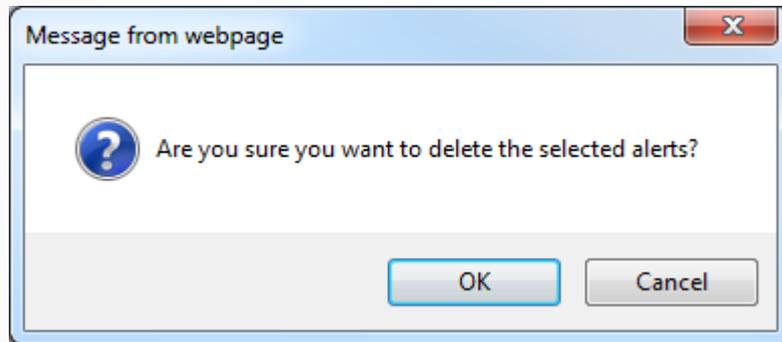
Delete an Alert

1. Complete the "Creating an Alert" steps 1 and 2.
2. 3. Click "View my existing alerts on this site" link. (Located on the Alert form.)



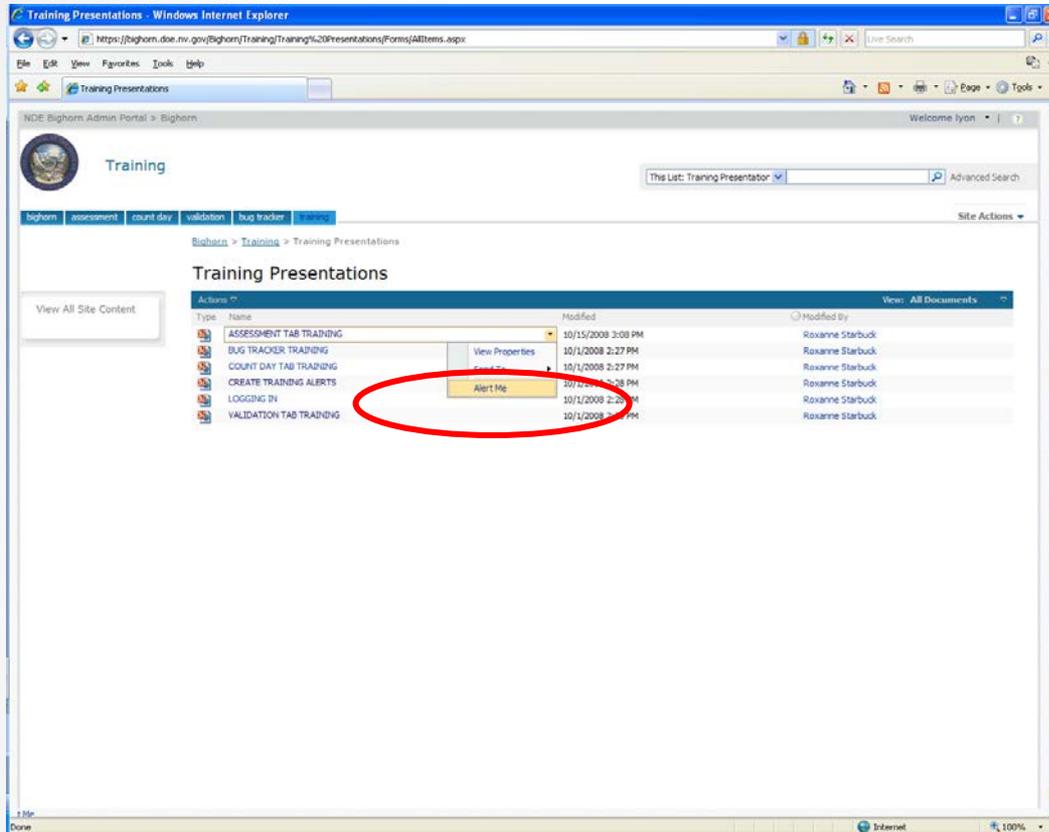
Delete an Alert

4. Select the checkboxes of the Alerts to be deleted and Select "Delete Selected Alerts".



Delete an Alert

5. Click "OK" to delete the alerts.
6. The Alert is removed from the list.



Create a Single Alert

To add an alert for a single item, the user would click on the drop down arrow for a specific item and select Alert and complete the Alert Form.