

Receive Email Alerts Based on your County, District, and/or Division

Steps

- 1) **Create a View for you:** *What data do you want to be notified on?*
- 2) **Create an Email Alert based on that view.** *What's the frequency of updates you need?*

Step 1: Creating a View

Create a view for you, based on an Encroachment's County, Division, District, or Status

1. In the left nav, click on **Create your personalized view**
1. Give your view a name you can remember, we'll refer to it later

Name
Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

View Name:

Make this the default view
(Applies to public views only)

Audience
Select the option that represents the intended audience for this view.

View Audience:
 Create a Personal View
Personal views are intended for your use only.

2. Scroll down to 'Filter'

Filter
Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type **[Today]** or

 Show all items in this view

 Show items only when the following is

.... In the 'When Column', pick what you want to filter on (Permit county, District, Division, Status, etc)

current
ers are
at filtering

Show all items in this view

Show items only when the following is true:

Show the items when column

Permits County

is equal to

Mecklenburg

and then set it equal to the value (county name, division number, etc)

Then scroll to the top and click the green **OK** button.



When these steps are done, you'll have set up a personalized view of all the encroachments that are meaningful to you in the region you're looking for. **You can bookmark this URL.**

All Documents All Documents Maintenance **Mecklenburg** ... Find a file

Name	Agreement	Permits County	Permits District	Permits Division	Modified	Approval Status
E102-060-16-7638	16.3 - Blanket, Plowed-In Telecommunications Cable	Mecklenburg	2	10	4 hours ago	Pending
E102-060-16-2869	16.1 - Two-Party, Utility, Primary and Secondary Highways (Non-C/A)	Mecklenburg	2	10	Tuesday at 3:11 PM	Pending
E102-060-16-8324	16.1 - Two-Party, Utility, Primary and Secondary Highways (Non-C/A)	Mecklenburg	2	10	6 days ago	Pending
E102-060-16-2627	16.1 - Two-Party, Utility, Primary and Secondary Highways (Non-C/A)	Mecklenburg	2	10	December 21	Pending
E102-060-16-7877	16.1 - Two-Party, Utility, Primary and Secondary Highways (Non-C/A)	Mecklenburg	2	10	December 13	Pending
E102-060-16-3925	16.1 - Two-Party, Utility, Primary and Secondary Highways (Non-C/A)	Mecklenburg	2	10	December 8	Pending

Step 2: Set up your Email Alert

1. In the left nav, click on **Create an Email Alert**
2. At the next screen, give it a memorable title for the email subject line:

Alert Title

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

Mecklenburg County Encroachment S

Decide what conditions you'd like to be notified on:

Change Type Specify the type of changes that you want to be alerted to.	Only send me alerts when: <input type="radio"/> All changes <input type="radio"/> New items are added <input checked="" type="radio"/> Existing items are modified
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And this is **important** – tell it to use the view you just created!

<input type="radio"/> Someone else changes a document last modified by me
<input checked="" type="radio"/> Someone changes an item that appears in the following view: <input type="text" value="Mecklenburg"/>

Finally, indicate how often you want to be notified. Each notification will include a link back to the Encroachments site.

When to Send Alerts Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)	<input type="radio"/> Send notification immediately <input checked="" type="radio"/> Send a daily summary <input type="radio"/> Send a weekly summary
Time:	<input type="text" value="Thursday"/> <input type="text" value="3:00 PM"/>

Then click OK when done. You'll receive a confirmation email letting you know you set up the alert correctly.