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:** Mecklenburg ☐ 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)

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.**

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:

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:

- ○ All changes
- ○ New items are added
- ● Existing items are modified

And this is **important** – tell it to use the view you just created!

○ Someone else changes a document last modified by me

● Someone changes an item that appears in the following view:

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)

- ○ Send notification immediately
- ● Send a daily summary
- ○ Send a weekly summary

Time:

Thursday ▾   3:00 PM ▾

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