

How to set personal notification on Livelink

You are a user of Livelink and you have access to one or several folders. When a new document is added to, withdrawn or modified in a folder you have access to, you usually get an e-mail from the administrator of the relevant folder.

However - for organisation's sake - you may wish to be alerted when a modification occurs in your folders by setting a personal notification message. Thus you can select the frequency, the day and time when this message will be automatically generated and sent to you. This will enable you to have a better management of your Livelink platform.

How to do it?

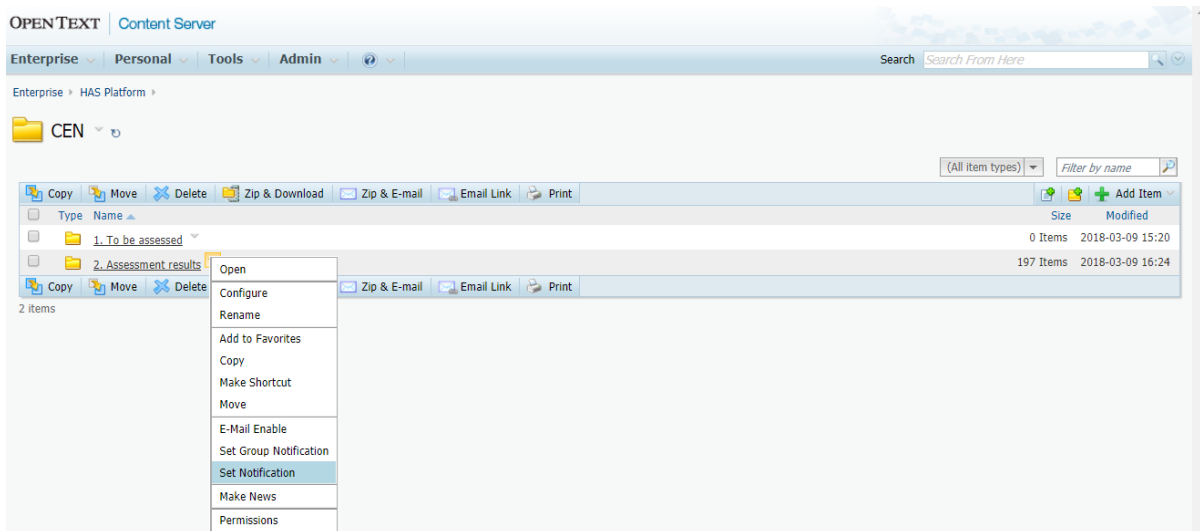
For that you need to modify:

1. the interests (i.e. the events that make it necessary for you to be alerted, such as addition, modification or withdrawal of documents...)
2. the settings (i.e. the day(s) and hour(s) at which you wish to receive the notification)

1) To modify the interests of the relevant item:

a) Go to the working area or the folder for which you want to receive notification (do not set the interests in the common workspace, (enterprise in the example below) or you will receive a notification for all the documents which are posted in this area, even for those for which you have no interest))

b) Click on the function button: the following menu will appear



c) Click on set notification

A new screen appears with 8 proposals:

The first five proposals relate to documents

The last three proposals relate to discussion forum and will not be dealt with in this document, although the procedure for receiving a notification is the same.

Item: 2. Assessment results	
Notify Elisa Matarrese when...	
An Item is added	<None>
An Item's status changes	<None> Hourly Report Mid Day Report Weekly Report
A Version is added	<None>
A Version's status changes	<None>
A Compound Document Release or Revision is added	<None>
A Topic is added	<None>
A Reply is added	<None>
A News Item is added	<None>

Submit Reset

The proposals we are concerned with are as follows:

An Item is added: an item refers to anything that can be created or added to a Livelink container. For example: documents, folders, URL...

An Item 's status changes

A Version is added: a new version of an existing document is added

A Version's status changed:

A Compound Document Release or Revision is added: one of the items – or the attributes attached to a compound document – has been changed, replaced or added

All the options are set on “none” by default. When you click on the field, four options appear:

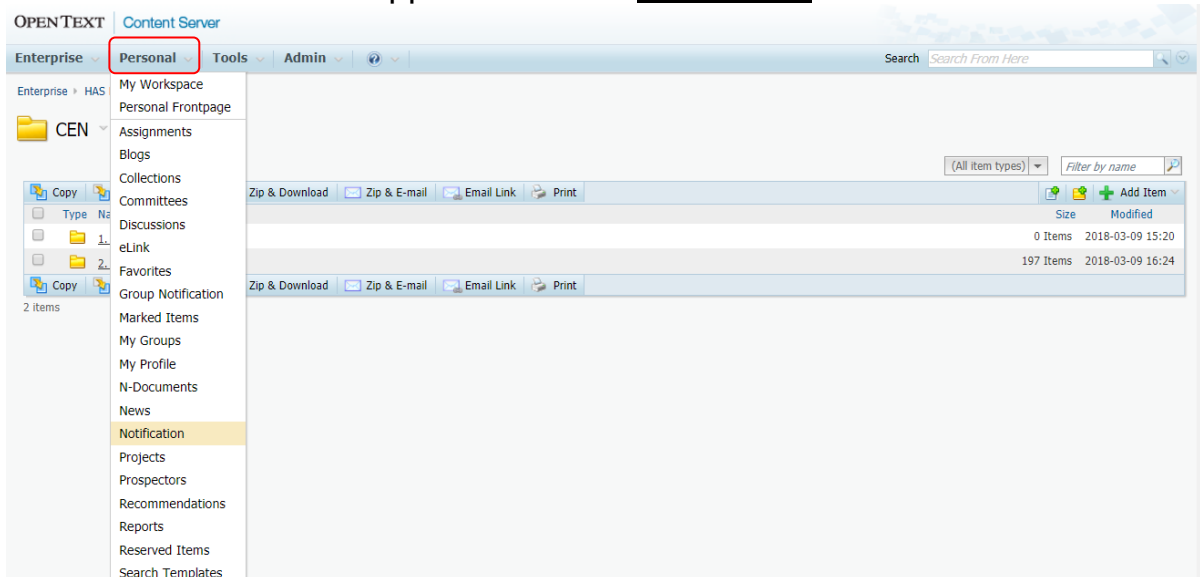
- None
- Hourly report
- Mid day report
- Weekly report

d) For each proposal, choose the periodicity of the notification. It can differ from a proposal to another

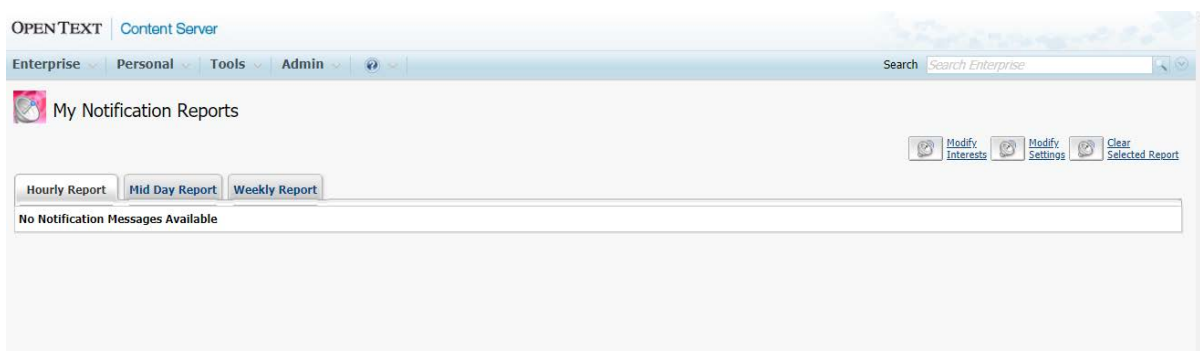
e) When this is done, click on submit.

2. **To modify the settings:** Stay in the same folder.

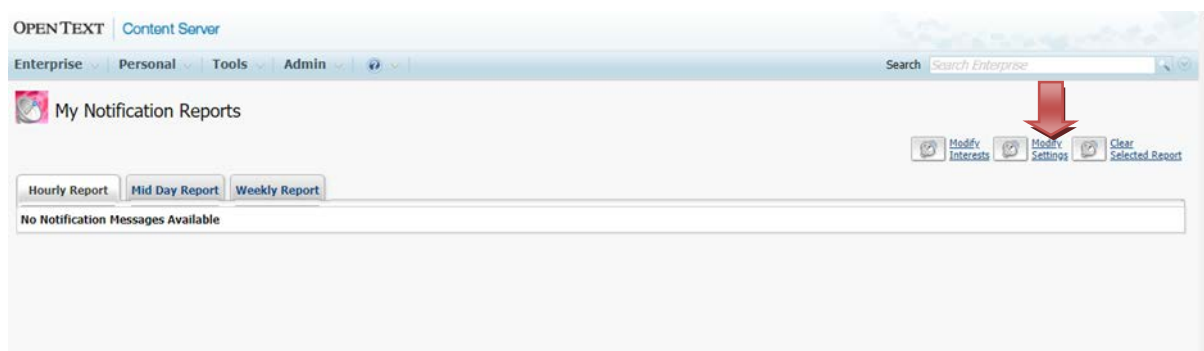
- a) Click on the option **Personal** that can be found at the top of the screen. A menu appears: click on **Notification**



The following screen will appear:



- b) Click the option **Modify Settings**



c) Select the tab relevant to the frequency you have chosen (Hourly, Mid Day or Weekly)

**Note: If you have selected different frequency when setting your interests, you will have to restart the procedure for each other option chosen.*

You will have to fill up the following options:

- Report name: leave it open
- Tick the box 'Open a new HTML browser window when selecting links'
- Tick the box 'Enable e-mail delivery report'
- Type your email address
- The following field allows you to select the format in which you want to receive the report: i.e.: either a text message or an attachment with a direct link to the item which has been modified or added in your workspace.
- Then select the day, the hour and minute you want to receive the notification (you can choose more than one notification a week).

d) Then click on submit

In the case presented above, you will receive a notification for the CEN - Assessment Result folder every days at 12h00 each time that an item has been added or modified, as requested when you selected your interests (see 1.)

You can set up a notification for each folder you have access to.