

Setting up an 'alert' rule for a document library

Setting up **alerts** on Hwb is an easy and efficient way of keeping yourself informed of new and revised documents being uploaded.

First you need to decide on the **document library** for which you want to receive alerts. For this user guide I have chosen the GSS 'Training Resources' Library.

The screenshot shows a SharePoint document library interface. The browser address bar displays the URL: <https://hwbwave15.sharepoint.com/sites/668/governors/Training%20Resources/F...>. The page title is "Governors". The left-hand navigation pane includes "GSS Home", "New Governors", "Chair Resources", "Training Resources", "My Governing Body", "Meetings Documents", "Statutory Documents", "Pupil Voice", "School Policies", "Useful Documents", "Using Hwb", "Wellbeing", "Recycle bin", and "Edit". The main content area shows the "Training Resources" library with a toolbar containing "New", "Upload", "Sync", "Flow", and a circled "three dots" menu icon. Below the toolbar, there are three document thumbnails: "Rhaglen Hyfforddi a Datblygiad Llywodraethwyr 2017-18", "Governor Training & Development Programme 2017-18", and "Governor Training 2017-18". A table below the thumbnails lists documents with columns for Name, Modified, and Modified By.

| Name | Modified | Modified By |
|------------------------------------|-------------------|-------------|
| Bilingual Evaluation Form DOW... | 1 September, 2017 | C Blythe |
| Governor Training Programme... | 1 September, 2017 | C Blythe |
| Rhaglen Hyfforddi a Datblygiad... | 1 September, 2017 | C Blythe |
| Training Application Form Bilin... | 1 September, 2017 | C Blythe |
| Training Update Autumn 2017... | 1 September, 2017 | C Blythe |

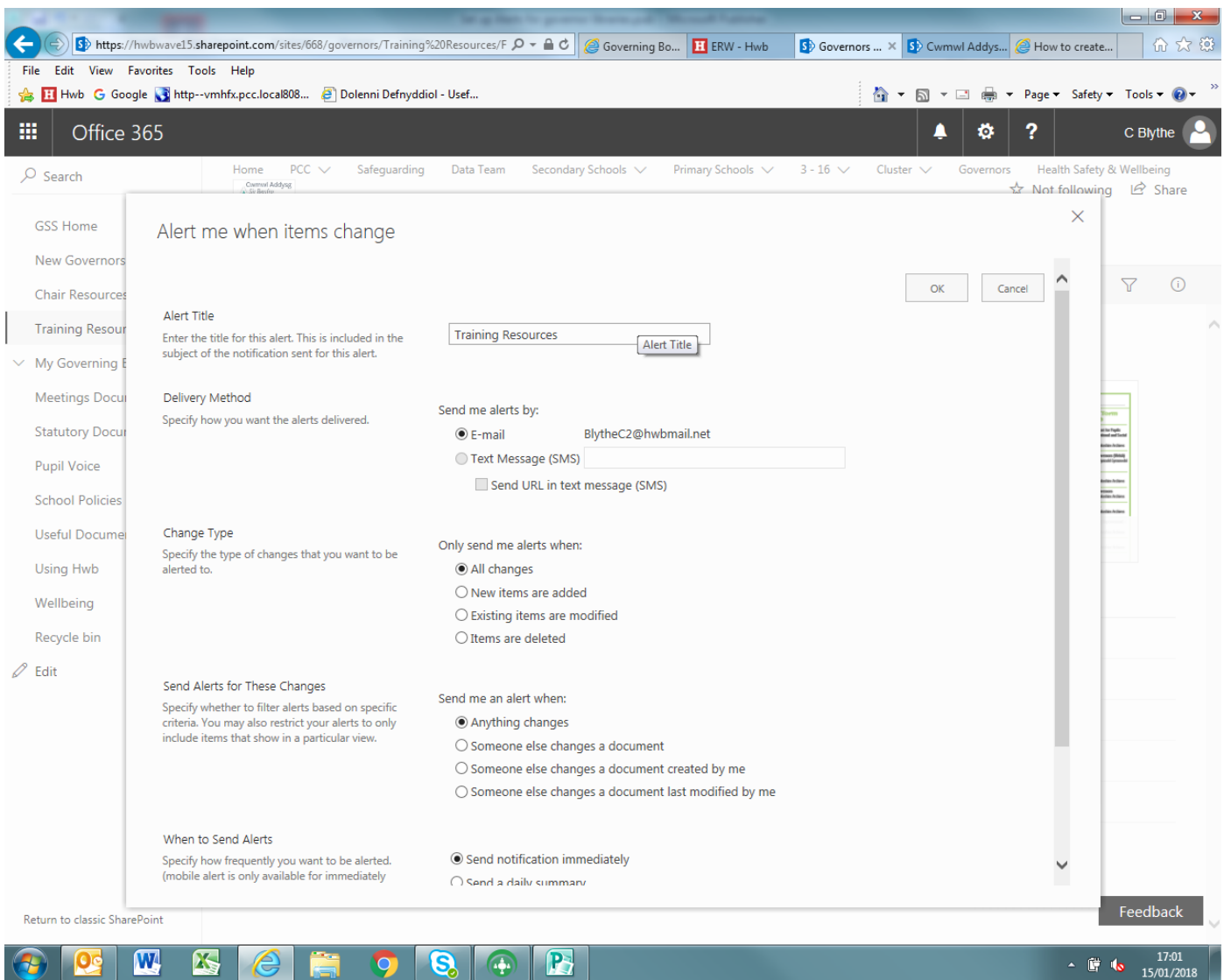
First, navigate your way to the document library you want to set an alert for.

Then, click on the 'three dots' (circled above) to see more options.

The screenshot shows a SharePoint site titled 'Governors' with a 'Training Resources' library. A context menu is open over a document card titled 'Governor Training Programme 2017-18.pdf'. The menu options are 'Alert me' (circled in red) and 'Manage my alerts'. Below the document cards is a table listing the documents.

| Name | Modified | Modified By |
|------------------------------------|-------------------|-------------|
| Bilingual Evaluation Form DOW... | 1 September, 2017 | C Blythe |
| Governor Training Programme... | 1 September, 2017 | C Blythe |
| Rhaglen Hyfforddi a Datblygiad... | 1 September, 2017 | C Blythe |
| Training Application Form Bilin... | 1 September, 2017 | C Blythe |
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You should now see more options, one of which is 'Alert me'. Click on this.



You will then be provided with the 'alert options' (see above)

Work your way through the options selecting your individual preferences.

Please note: the system is not able to alert you via Text Message (SMS)

You can choose to be alerted when:

- **new items are added** to the library: this would be useful for the GSS site, for example when a new model policy is uploaded
- **existing items are modified**: this would be useful for documents such as your school's School Development Plan
 - **items are deleted**

You can further customise your alerts based on when other users modify documents, but this may be less useful for now. We hope that, in time, governors will collaborate on documents using Hwb, which would make this type of alert more useful.

You can also customise **how often** you receive alerts, such as daily or weekly.

When you have finished, click **OK**