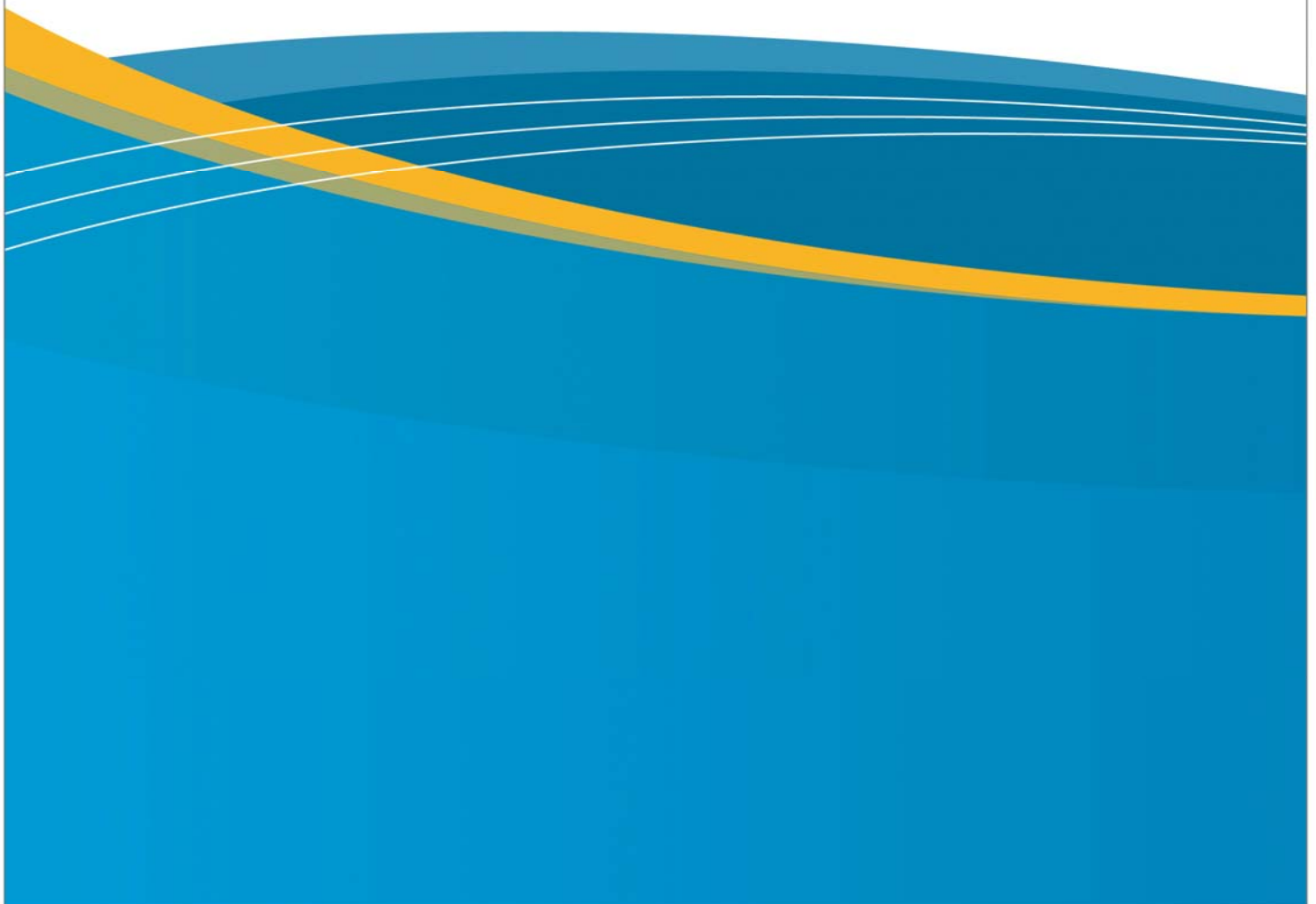




■ **User Guide**
Setting Personal Notifications

15 May 2009



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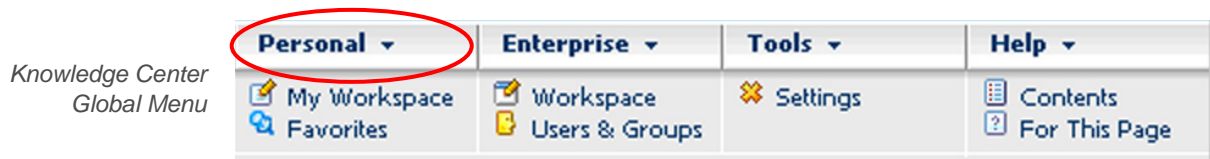
Background

Personal Notifications is a system that informs you of changes in the Knowledge Center. You can specify which activities or items you want to monitor and at what times you want to be notified via email of any changes.


Notifications are delivered to your personal Notification report pages and can also be sent directly to your email address. However, before you can take advantage of the Notifications feature, you must configure your settings.

Configuring Notification Settings

From the Knowledge Center Global menu (top right), click the function button  next to the Personal menu and select Notification from the drop-down menu.



Step 1: Modify Settings

- Click the Modify Settings button . Three tabs will appear by default:
 - Urgent Settings
 - Routine Settings
 - For Your Information Settings

Notification Settings Tabs

Urgent Settings	Routine Settings	For Your Information Settings
Report Name:	<input type="text" value="Urgent"/>	
Behavior:	<input checked="" type="checkbox"/> Open a new HTML browser window when selecting links	
E-mail Delivery:	<input checked="" type="checkbox"/> Enable e-mail delivery of this report	
E-mail Address:	<input type="text" value="anyone@anyone.com"/>	
E-mail Contents:	Plain Body with HTML Attachment ▾	
On these days:	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat	
At these hours:	<input type="checkbox"/> 00 <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input checked="" type="checkbox"/> 08 <input checked="" type="checkbox"/> 09 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> 13 <input checked="" type="checkbox"/> 14 <input checked="" type="checkbox"/> 15 <input checked="" type="checkbox"/> 16 <input checked="" type="checkbox"/> 17 <input checked="" type="checkbox"/> 18 <input checked="" type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23	
At these times:	<input checked="" type="checkbox"/> 00 <input type="checkbox"/> 05 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 25 <input checked="" type="checkbox"/> 30 <input type="checkbox"/> 35 <input type="checkbox"/> 40 <input type="checkbox"/> 45 <input type="checkbox"/> 50 <input checked="" type="checkbox"/> 55	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

2. Click to select each Notifications Settings tab and then configure your settings.


Notification Settings

Notification Setting	Description
Report Name	The report name.
Behavior	Determines whether a new browser opens when you click links on a report.
E-Mail Delivery	Enables you to receive Notification reports via email.
E-Mail Address	If you enabled email delivery, you must specify the email address where you want the Notification report sent.
E-Mail Contents	Determines how the report is sent via email. Plain Text Body Only sends the report in an email message using plain text without hyperlinks; HTML Body Only sends the report in an e-mail message in HTML format and includes hyperlinks; Plain Body with HTML Attachment sends the report as an attachment that links to the report page in Livelink.
Times	The On these days , At these hours , and At these times sections enable you to set the day and time that Notification reports are sent.

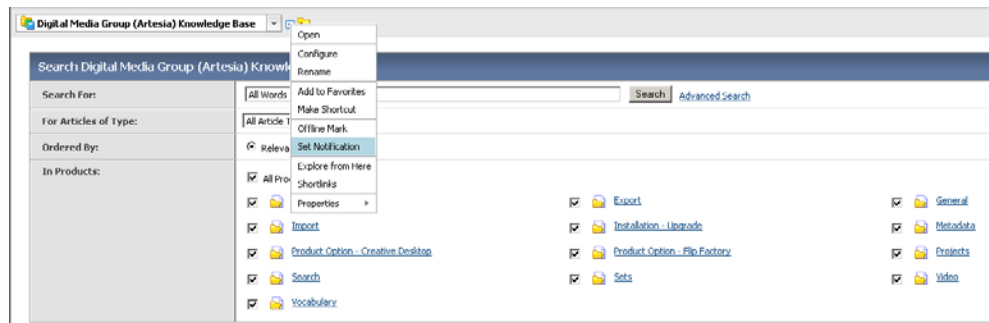
3. Click Submit on each Notifications Settings tab to save your settings.

Step 2: Setting Notification on Items

You can Set Notification on almost any item in the Knowledge Center. To Set Notification, follow these steps:

1. Browse to the Knowledge Center item that you would like to receive Personal Notifications on.
2. Click to select Set Notification from the item's function menu . A dialog box will appear (see Set Notification Dialog Box image).

Set Notification



Set Notification Dialog Box

An Item is added	<None>
An Item's status changes	<ul style="list-style-type: none"> <None> Urgent Routine For Your Information
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>

3. Select a notification report next to each area of interest. For example, the following two items of interest are sufficient for most content in the KC.

An Item is added	This setting will notify you when new items are added to the Knowledge Center. For example, if you Set Notification on a product patch folder, you will receive a personal notification each time a new patch is added to that folder.
A Version is added	This setting will notify you when a new version of a Knowledge Center item gets added to a document (if set on a document) and documents within a folder (if set on the folder). For example, if you Set Notifications on a product family page, you will receive a notification each time an update is made to this page or any contents in the sub-folders.

4. Click Submit to save your changes.

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