

Libraries & Docs – Creating Document/Library Subscriptions

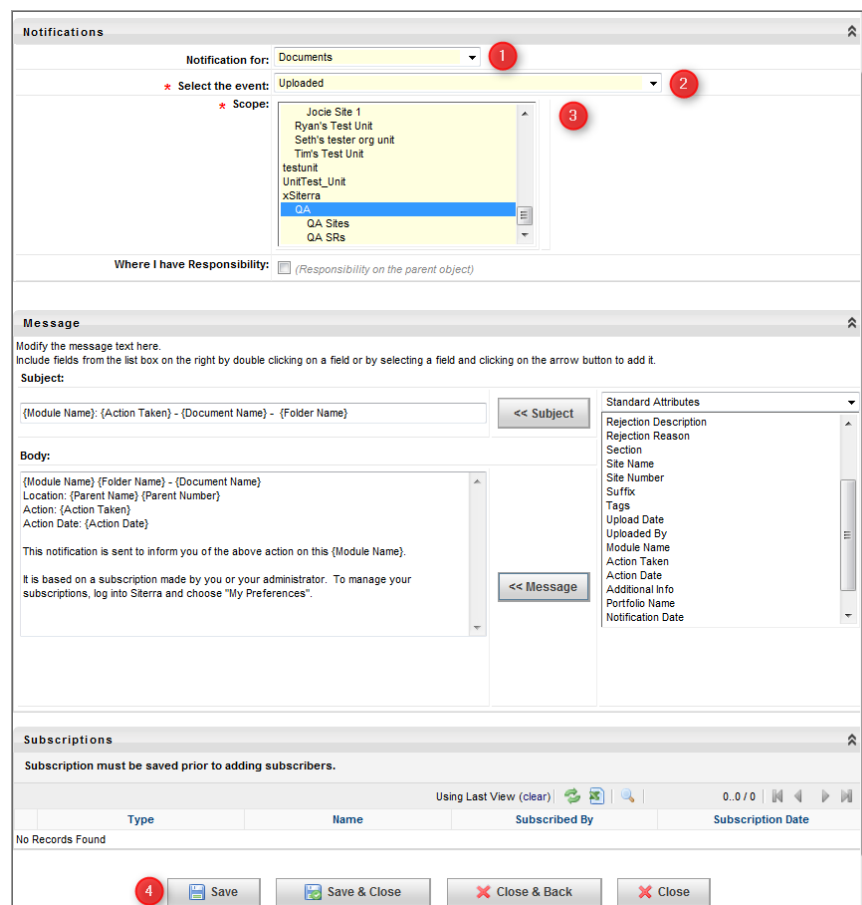
Question:

How are subscriptions set up for a document or document library?

Answer:

To set up a document or library subscription:

1. Go to an existing library
2. In the upper-right corner, select the 'Subscribe' button
3. In the new window, any previously made subscriptions will be visible. There will also be an 'Add' button to create a new subscription
4. Set up the new subscription:



Notifications

Notification for: Documents 1

* Select the event: Uploaded 2

* Scope:

- Jocile Site 1
- Ryan's Test Unit
- Seth's tester org unit
- Tim's Test Unit
- testunit
- UnitTest_Unit
- XSterra
- QA** 3
- QA Sites
- QA SRs

Where I have Responsibility: ☐ (Responsibility on the parent object)

Message

Modify the message text here.
Include fields from the list box on the right by double clicking on a field or by selecting a field and clicking on the arrow button to add it.

Subject:

{Module Name}: {Action Taken} - {Document Name} - {Folder Name} << Subject

Body:

{Module Name} {Folder Name} - {Document Name}
Location: {Parent Name} {Parent Number}
Action: {Action Taken}
Action Date: {Action Date}

This notification is sent to inform you of the above action on this {Module Name}.

It is based on a subscription made by you or your administrator. To manage your subscriptions, log into Siterra and choose "My Preferences". << Message

Standard Attributes

- Rejection Description
- Rejection Reason
- Section
- Site Name
- Site Number
- Suffix
- Tags
- Upload Date
- Uploaded By
- Module Name
- Action Taken
- Action Date
- Additional Info
- Portfolio Name
- Notification Date

Subscriptions

Subscription must be saved prior to adding subscribers.

Using Last View (clear) 0.0 / 0

Type	Name	Subscribed By	Subscription Date
No Records Found			

4 Save Save & Close Close & Back Close

- (1) The subscription can be for either Documents or Libraries
- (2) Select the event type to trigger the notification:
 - For Libraries, this can be: Created, Deleted, or Updated
 - For Documents, the options are: Approved, Created, Deleted, Rejected, Reviewed, Review Removed, Updated, and Uploaded
- (3) Select the scope (organization units) to apply the subscription to
- (4) Make any other desired changes, and select 'Save' at the bottom of the window

It is based on a subscription made by you or your administrator. To manage your subscriptions, log into Siterra and choose "My Preferences".

<< Message

Additional Info
Portfolio Name
Notification Date

Subscriptions

Add User
 Add Group
 Add Role
 Add Contact
 Add E-mail

0..0 / 0

Type	Name	Subscribed By	Subscription Date
No Records Found			

Save
 Save & Close
 Close & Back
 Close

5. The bottom section will now have options to add a user, group, role, contact, or ad-hoc email address to the subscription. Select the appropriate recipients, and select 'Save & Close' once completed

After completing the setup, the subscription details can be verified by re-selecting the 'Subscribe' link. Any active subscriptions will now appear in the pop-up window.

siterra Help

Subscriptions

+ Add

1..1 / 1

Subscriber	Event Name	Object Path	Responsibility?	Assignment?	Subscription Date	Statuses
Admin User	Libraries - Updated	» United States			07/26/2007 08:47 AM	All

Close

To subscribe to additional event types, follow the same steps as above to add additional subscriptions to the library.