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Alerts

How to Create a Calendar Alert

Your Alert is built on the terms entered and selected in the search section of the Calendar page. Even if your search does not produce immediate results, you can create an alert for the search terms. Any alerts you create will send you emails if your search terms are added to the content on the Calendar page.

1   Click the **Alerts button,** [▶ Alerts] after you run a search from the Calendar page. The Alerts button is located on the right-hand side of the Calendar page.

2   Edit the Alert Name; this will appear as the subject of the email you receive. (Optional)

3   Confirm the Search Terms, Time Period, and Department parameters are correct. To change them, return to the Calendar interface and generate a new search.

4   Select an occurrence of how often you would like to receive an alert.

5   Confirm the email address is correct; this should be the email address associated with your InSite login.

6   Enter a secondary email address in the CC field. (Optional)

7   Click the **Add Alert button.**

How to Create a Meeting Details Alert

Your Alert is built on the Meeting Details from a meeting displayed on the Calendar page. After selecting the Calendar tab > List View tab, select the Meeting Details link of a particular meeting. Alerts will then send you emails if changes are made to the Meeting Details of the selected meeting.

1   Click the **Alerts button**, after you select the Meeting Details link associated with a meeting from the Calendar interface. The Alerts button is located on the right-hand side of the Calendar page.

2   Edit the Alert Name; this will appear as the subject of the email you receive. (Optional)

3   Confirm the Meeting parameters are correct. To change them, return to the Calendar interface and select a new Meeting Details link.

4   Select an occurrence of how often you would like to receive an alert.

5   Confirm the email address is correct; this should be the email address associated with your InSite login.

6   Enter a secondary email address in the CC field. (Optional)

7   Click the **Add Alert button**.

How to Create a Legislation Alert

Your Alert is built on the terms entered and selected in the search section of the Legislation page. Even if your search does not produce immediate results, you can create an alert for the search terms. Any alerts you create will send you emails if your search terms are added to the Legislation page.

1   Click the **Alerts button**, after you run a search from the Legislation interface. The Alerts button is located on the right-hand side of the Legislation page.

2   Edit the Alert Name; this will appear as the subject of the email you receive. (Optional)

3   Confirm the Search Terms, Time Period, and Type are correct. To change them, return to the Legislation page and generate a new search.

4   Select an occurrence of how often you would like to receive an alert.

5   Confirm the email address is correct; this should be the email address associated with your InSite login.

6   Enter a secondary email address in the CC field. (Optional)

7   Click the **Add Alert button**.

How to Create a Legislation Details Alert

Your Alert is built on a particular Legislative File. Select Legislation and click Search Legislation. All of the stored Legislative Files will display. You can also enter search terms to limit your Legislative File results. Select a particular Legislative File ID on which to build your Alert. If the selected Legislative File is ever updated, you'll receive notification.

1   Click the **Alerts button**, after you select a Legislative File ID from the Legislation page. The Alerts button is located on the right-hand side of the Legislation page.

2   Edit the Alert Name; this will appear as the subject of the email you receive. (Optional)

3   Confirm the Legislative File displayed in Search Terms is correct. To change them, return to the Legislation page and generate a new search.

4   Select an occurrence of how often you would like to receive an alert.

5   Confirm the email address is correct; this should be the email address associated with your InSite login.

6   Enter a secondary email address in the CC field. (Optional)

7   Click the **Add Alert button**.