



How to Set Document Alerts:

This is a quick explanation on how to set a personal alert for when new documents are added to a project.

To set the alert on for a specific project, go to the Project Documents section:

There is more than one method to do this but a common method is to open the Project Center, drill-down on the specific Project, click on “Go-To” and then “Documents”. This takes you to the Project Documents section.

Once in the Project Documents section, click on “Actions” and then “Alert Me”.

In the “New Alert” window that opens you can specify the Title of the alerts, who will get an email (depending on your security settings), and what types of changes to the Project Documents section that you want to notified about and how often.

Click on “OK” when completed.