



# ***Departmental Memorandum***

***Volume 23-6***

To: All Personnel  
From: PSU

Katherine Lester, Chief of Police

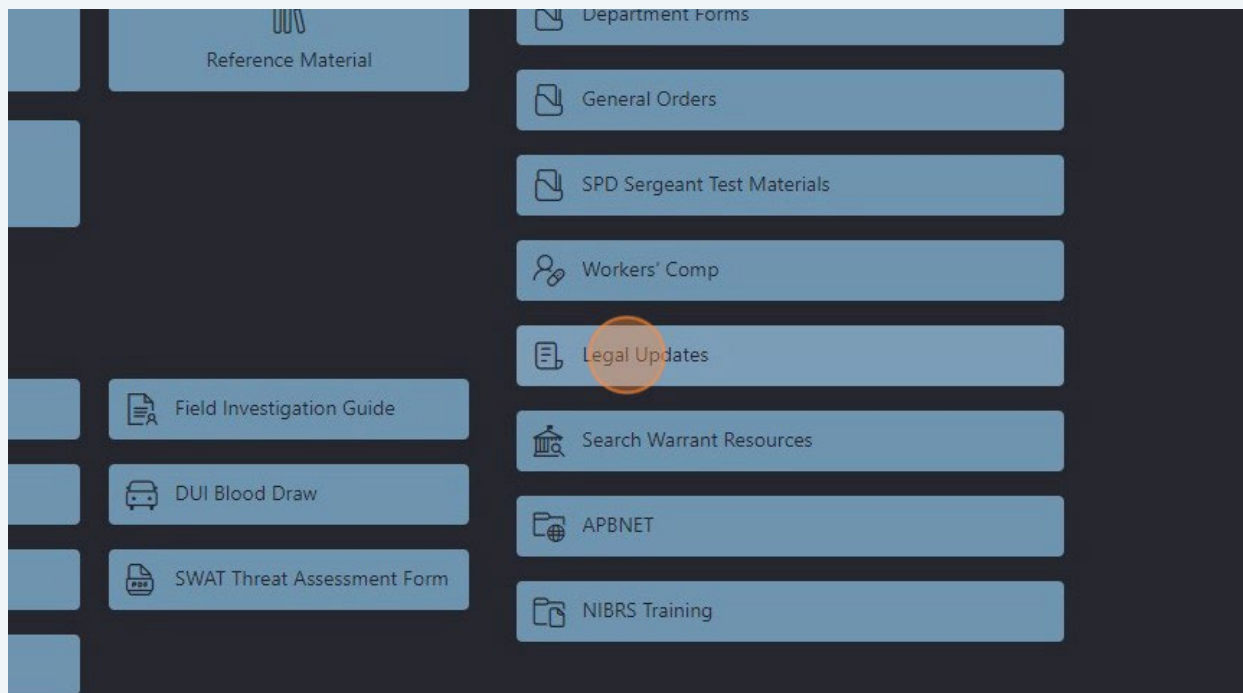
## **Setting up email alerts for legal updates on SPDAMS.**

**10-18-2023**

The following slides detail how to subscribe for changes and additions to the Legal Updates folder in AMS.

**1** Navigate to <https://sacpd.sharepoint.com/sites/SPDAMS>

**2** Click "Legal Updates"





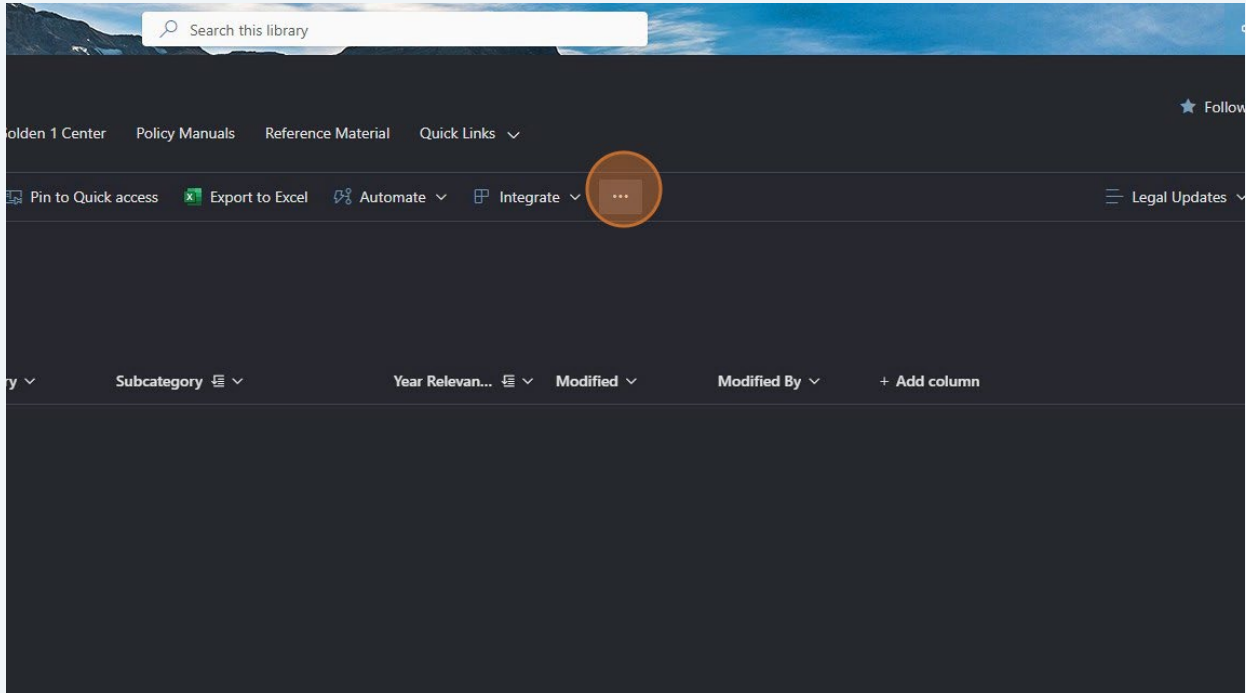
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**3** Select More by clicking the three dots menu "..."





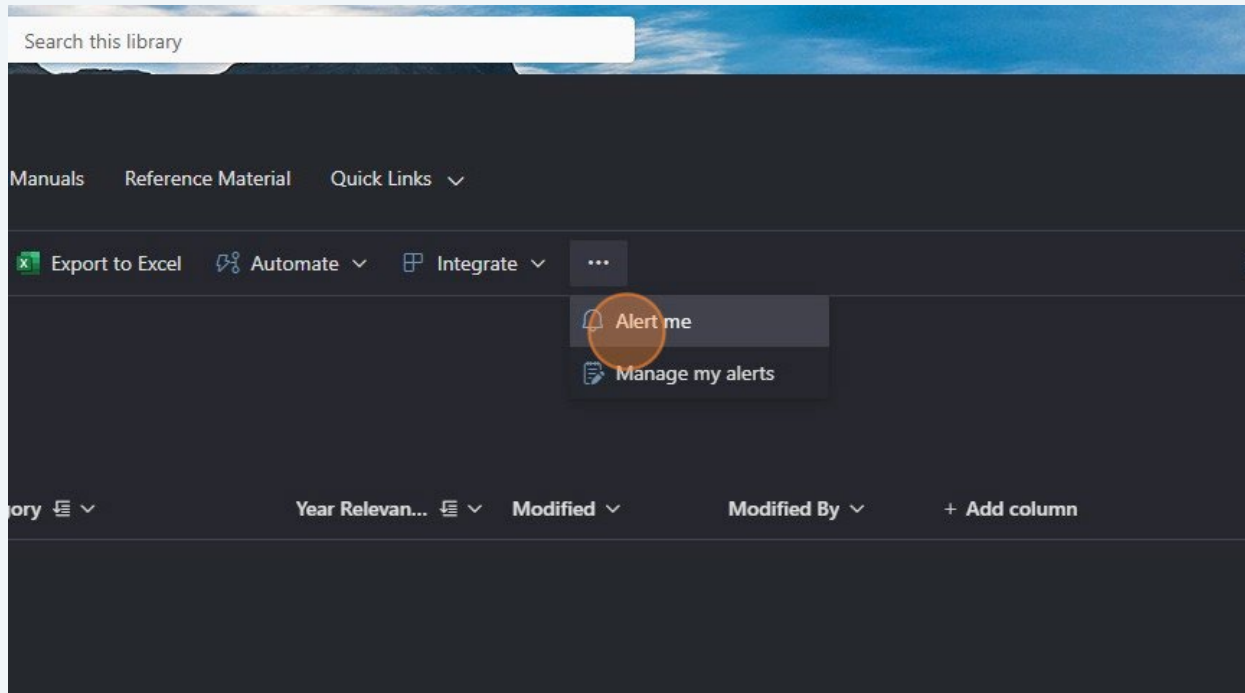
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## 4 Click "Alert me"





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## 5 Name your alert.

Search this library

Alert me when items change

OK

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Reference Material

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail JMeier@pd.cityofsacramento.org

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

Change Type

Specify the type of changes that you want to be

Only send me alerts when:



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## 6 Choose your preferred delivery method

Add short

### Alert me when items change

**Alert Title**

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

**Delivery Method**

Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

JMeier@pd.cityofsacramento.org

**Change Type**

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

☒ All changes

☐ New items are added

☐ Existing items are modified

☐ Items are deleted



*Katherine Lester, Chief of Police*

Delivery Method

Specify how you want the alerts delivered.

Change Type

Specify the type of changes that you want to be alerted to.

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me alerts by:

☒ E-mail

JMeier@pd.cityofsacramento.org

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

Only send me alerts when:

☒ All changes

☐ New items are added

☐ Existing items are modified

☐ Items are deleted

Send me an alert when:

☒ Anything changes

☐ Someone else changes a document

☐ Someone else changes a document created by me

☐ Someone else changes a document last modified by me

☐ Someone changes an item that appears in the following view:



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## 8 Select the Legal Updates folder in the drop-down.

alerted to.

☐ All changes  
☒ New items are added  
☐ Existing items are modified  
☐ Items are deleted

**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

**Send me an alert when:**  
☒ Anything changes  
☐ Someone else changes a document  
☐ Someone else changes a document created by me  
☐ Someone else changes a document last modified by me  
☐ Someone changes an item that appears in the following view:  
Legal Updates ▼

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)  
☒ Send notification immediately  
☐ Send a daily summary  
☐ Send a weekly summary

Time:



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## 9 Choose your preferred frequency of alerts.

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

☐ Anything changes

☐ Someone else changes a document

☐ Someone else changes a document created by me

☐ Someone else changes a document last modified by me

☒ Someone changes an item that appears in the following view:

Legal Updates

When to Send Alerts

Specify how frequently you want to be alerted.  
(mobile alert is only available for immediately send)

☒ Send notification immediately

☐ Send a daily summary

☐ Send a weekly summary

Time:

Wednesday

9:00 AM





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## 10 Select your day and time.

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

- ☐ Anything changes
- ☐ Someone else creates a document
- ☐ Someone else modifies a document
- ☐ Someone else shares a document
- ☒ Someone creates a document

Legal Updates

When to Send Alerts

Specify how frequently you want to be alerted. (Mobile alert is only available for immediately send)

Send me an alert when:

- ☐ Send notifications immediately
- ☒ Send a daily alert
- ☐ Send a weekly alert

Time:

Wednesday

12:00 AM  
1:00 AM  
2:00 AM  
3:00 AM  
4:00 AM  
5:00 AM  
6:00 AM  
7:00 AM  
8:00 AM  
9:00 AM  
10:00 AM  
11:00 AM  
12:00 PM  
1:00 PM  
2:00 PM  
3:00 PM  
4:00 PM  
5:00 PM  
6:00 PM  
7:00 PM

document  
document created by me  
document last modified by me  
document that appears in the following view:

OK



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## 11 Click "OK"

A screenshot of a software interface with a dark theme. The main content area is dark gray, and there is a light gray sidebar on the right. The interface contains several text labels and a dropdown menu. At the bottom, there are two buttons: "OK" (highlighted with a red circle) and "Cancel".

when:

changes

else changes a document

else changes a document created by me

else changes a document last modified by me

changes an item that appears in the following view:

updates

ation immediately

summary

dy summary

9:00 AM

OK

Cancel