



# Departmental Memorandum

Volume 23-6

To: All Personnel  
From: PSU

Katherine Lester, Chief of Police

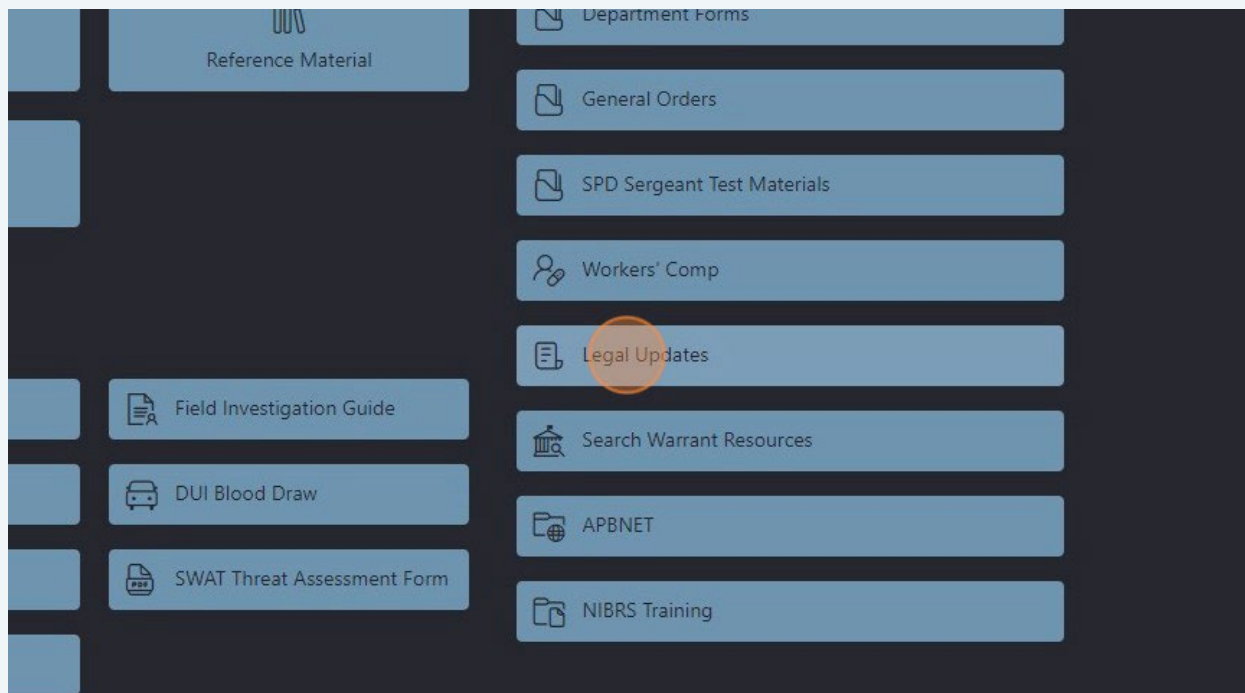
## Setting up email alerts for legal updates on SPDAMS.

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"





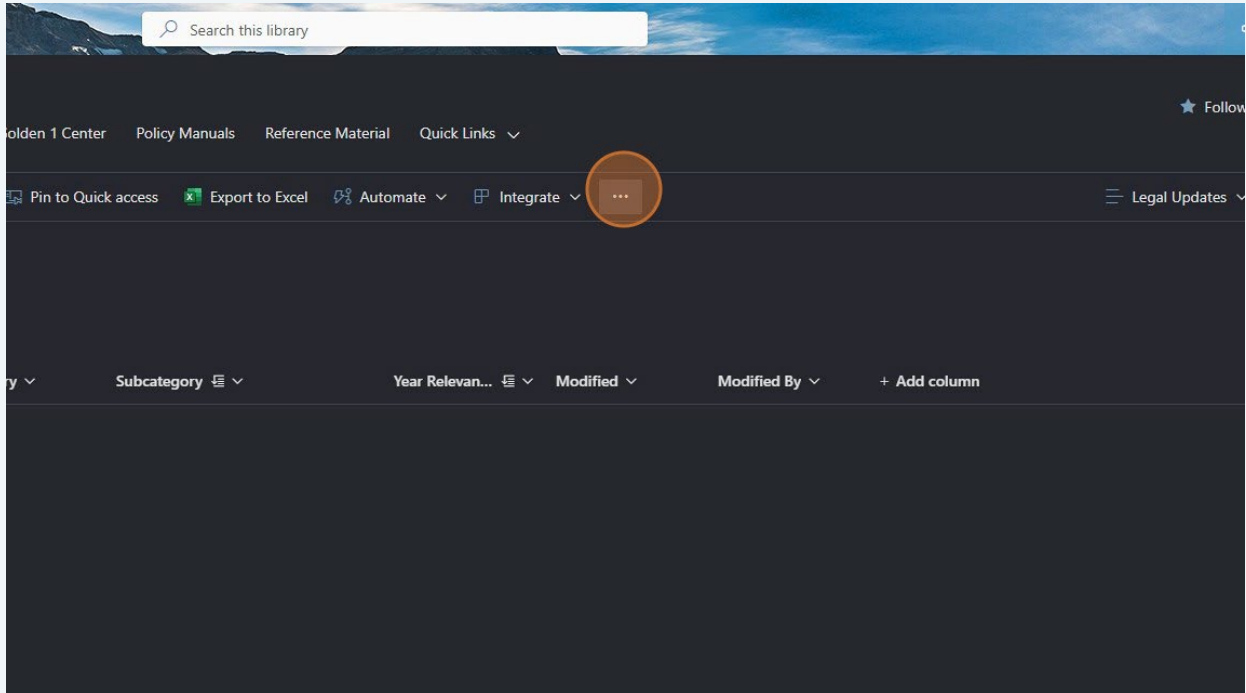
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### 3 Select More by clicking the three dots menu "..."





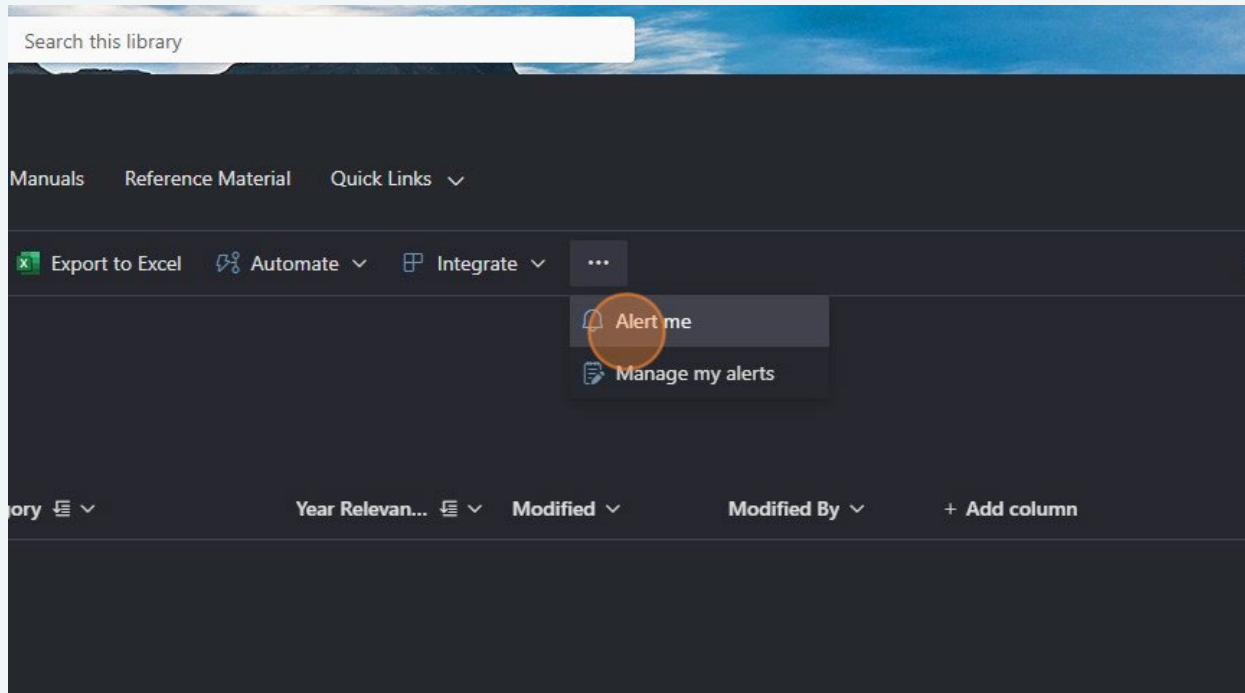
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## 4 Click "Alert me"





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## 5 Name your alert.

The screenshot shows a web-based alert configuration interface. At the top, there is a search bar with the text "Search this library". Below it is a navigation menu with items like "Home", "Golden 1 Center", "Policy Manuals", "Reference Material", and "Quick Links". The main heading is "Alert me when items change". There is an "OK" button in the top right corner. The "Alert Title" section has a text input field containing "Reference Material", which is circled in orange. Below this is a "Delivery Method" section with the heading "Specify how you want the alerts delivered." and "Send me alerts by:". There are three radio button options: "E-mail" (selected), "Text Message (SMS)", and "Send URL in text message (SMS)". The "E-mail" option has the email address "JMeier@pd.cityofsacramento.org" next to it. At the bottom, there is a "Change Type" section with the heading "Specify the type of changes that you want to be".



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## 6 Choose your preferred delivery method

**Alert me when items change**

Add short

**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)

**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



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## 7 Choose your preferred alerts.

**Delivery Method**  
Specify how you want the alerts delivered.

Send me alerts by:

- E-mail
- Text Message (SMS)
- Send URL in text message (SMS)

**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

**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:



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

altered 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:

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:



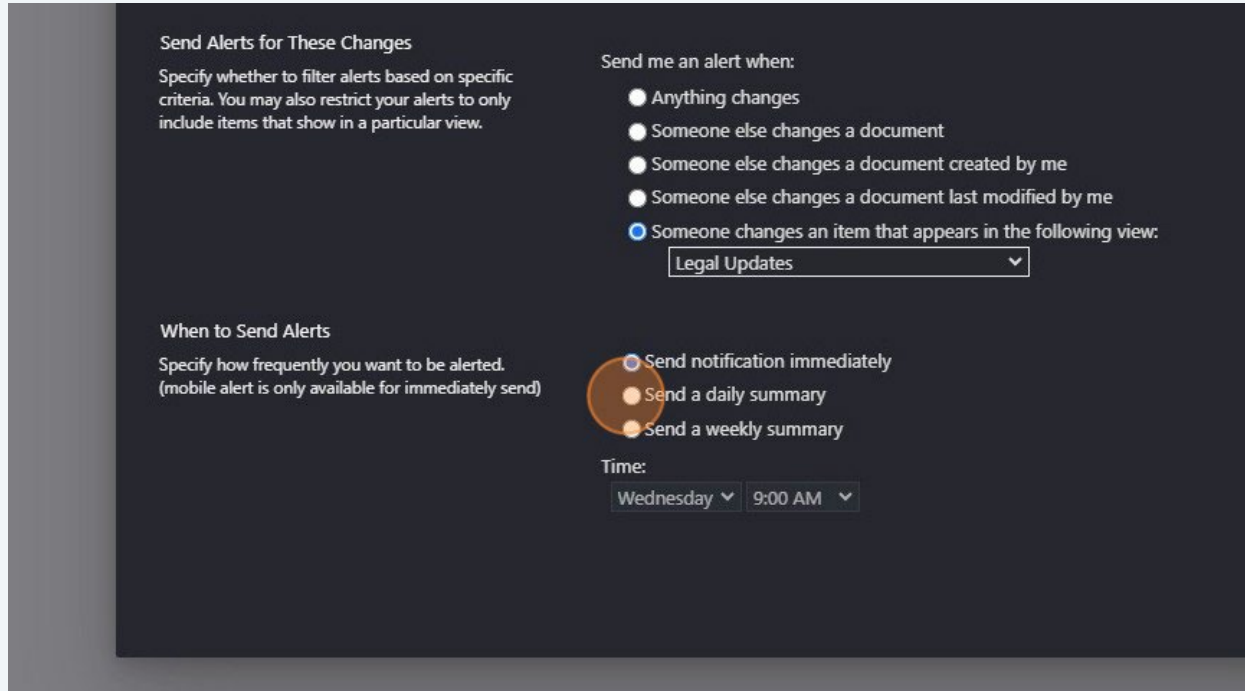
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## 9 Choose your preferred frequency of alerts.



**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 created a document
- Someone else created a document created by me
- Someone else modified a document last modified by me
- Someone created a document 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 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

OK



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## 11 Click "OK"

