

Notification folders

The Chrestos Document library now offers 'notification folders'. When a new file is added to a 'notification folder', those with read or edit access to the folder receive an automated email announcing its arrival.

By default, the notification option is switched-off. It needs to be switched-on, folder by folder, where it is to apply. (Edit the folder and alter the 'Notifications' field.)

Relevant folders are checked every fifteen minutes and, if new files have arrived, a message is sent, as follows:

Peggy

The following files have recently been added to the Dappleshire Methodist Circuit Cloud.

Meetings » Minutes » CLT » February 2016 – added by Kavita White (pdf)

Meetings » Agendas » CLT » March 2016 – added by Kavita White (pdf)

To view these new additions, access the cloud by visiting dappleshire.chrestos.co.uk/cloud/ and entering your username (pwrig1) and password.

End of message

The feature may be useful where stakeholders share a folder (eg committee members sharing papers, minutes etc.). Instead of emailing documents as attachments, or separately alerting members to their existence in the Cloud, simply upload the documents to the relevant folder. The system then sends an automated email announcing their arrival to those with permission to see them.

Remember that those receiving the automated message will need Cloud access in order to sign-in, and appropriate permissions to find the folder and view the file. Notification folders work better, therefore, with small group communications than large-scale mailings.

(A Chrestos Document library is available to those leasing the Database & Library tools. If you're not doing so, but would like to, please let us know.)