

**UC Alert Client**  
**Version 2.0**  
**for Worksite 8.5, 9.x**



- Set up folder alerts for new documents or new versions
- Runs directly from Filesite or Desksite clients
- No need to have Worksite Web client
- Attaches NRL links to emails to quickly access documents.

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## 1. Support

For support, please contact [support@uclogic.com](mailto:support@uclogic.com)

## **2. Installation**

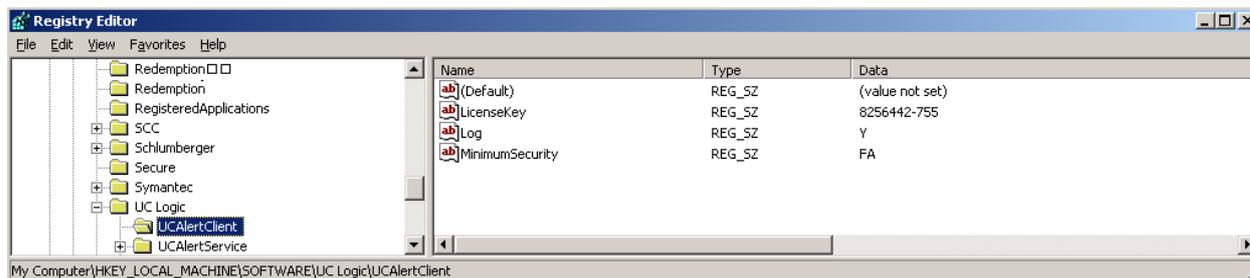
First ensure all Worksite clients are closed. This includes Outlook, Desksite and any integrated applications (e.g. Word, Excel, Powerpoint, Acrobat)

The installation process updates registry keys in HKEY\_LOCAL\_MACHINE, so you need to install the application as a user that has rights to update this part of the registry.

Run the setup.exe and follow instructions

### 3. Configuration

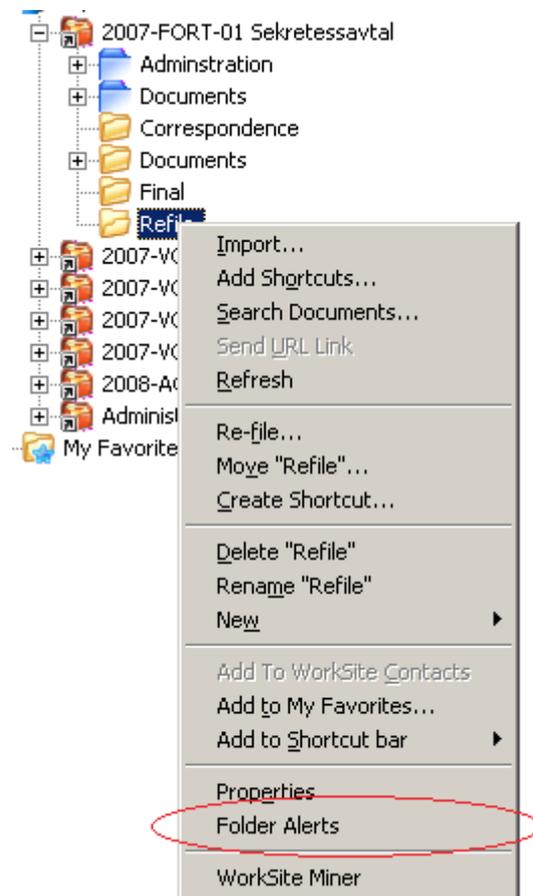
The installation sets a number of registry keys that determine the way the application operates. (HKEY\_LOCAL\_MACHINE\Software\UC Logic\UCAAlertClient)



Registry Key	Description
LicenseKey	License key, any number other than the proper code will result in the application running in trial mode
Log	Y/N – specifies if a log file is generated
MinimumSecurity	Determines the minimum security required on folder for the user to be able to set alerts. Possible values are: RO – User must have at least read only rights RW – User must have at least read/write rights FA – User must have at least full access rights (default)

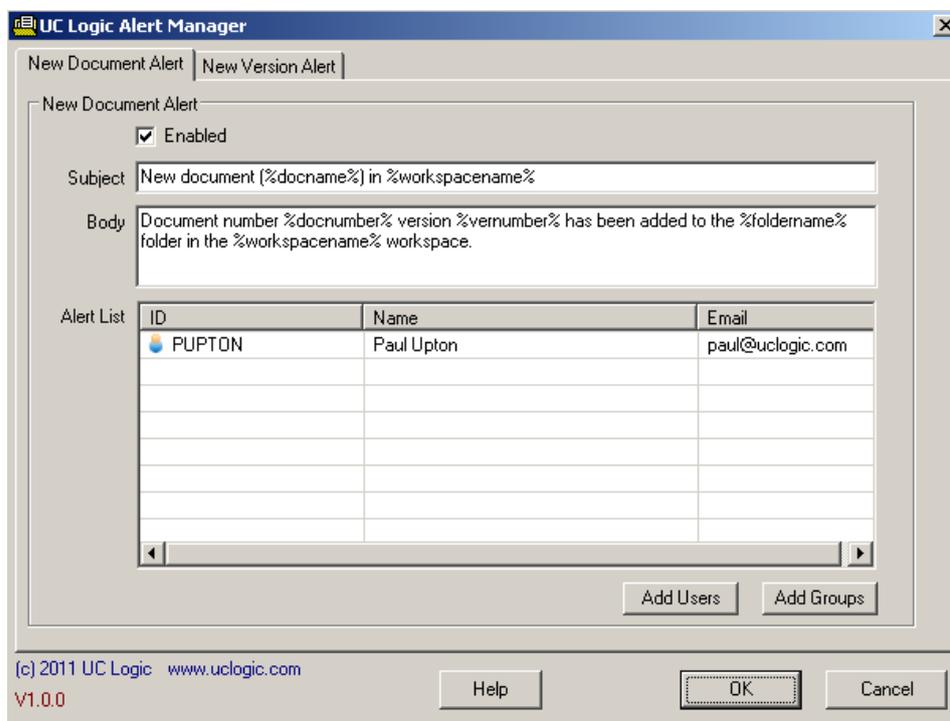
## 4. Usage

Restart Outlook/Desksite and the menu should now be available when right clicking on a document folder

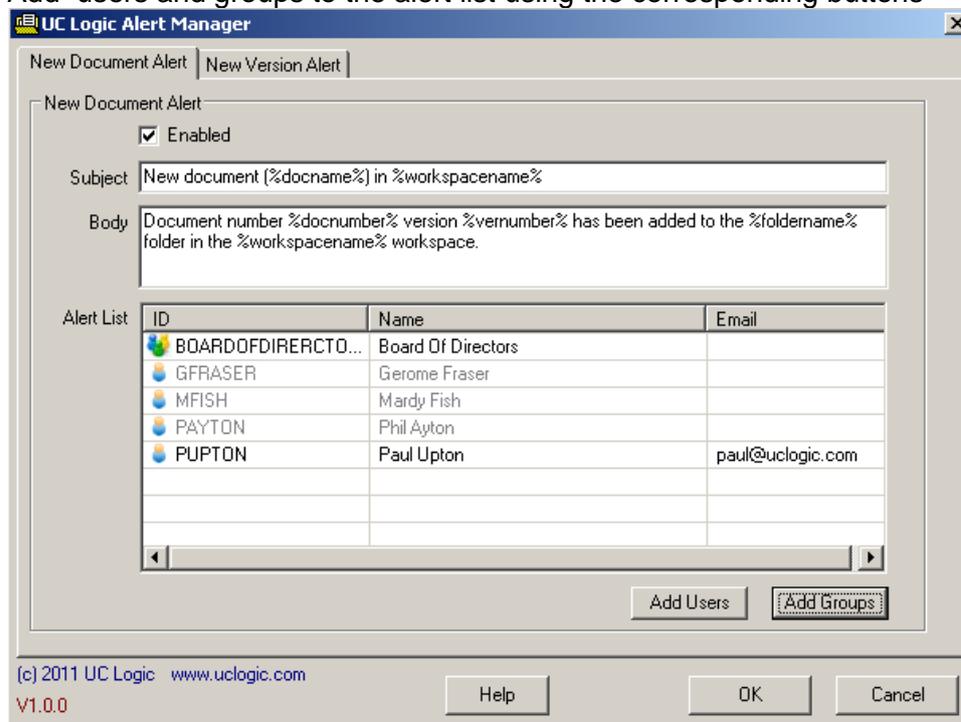


## 4.1. Configure alerts for new documents

To configure alerts for new documents being added to the folder, select the 'New Document Alert' tab



Add users and groups to the alert list using the corresponding buttons

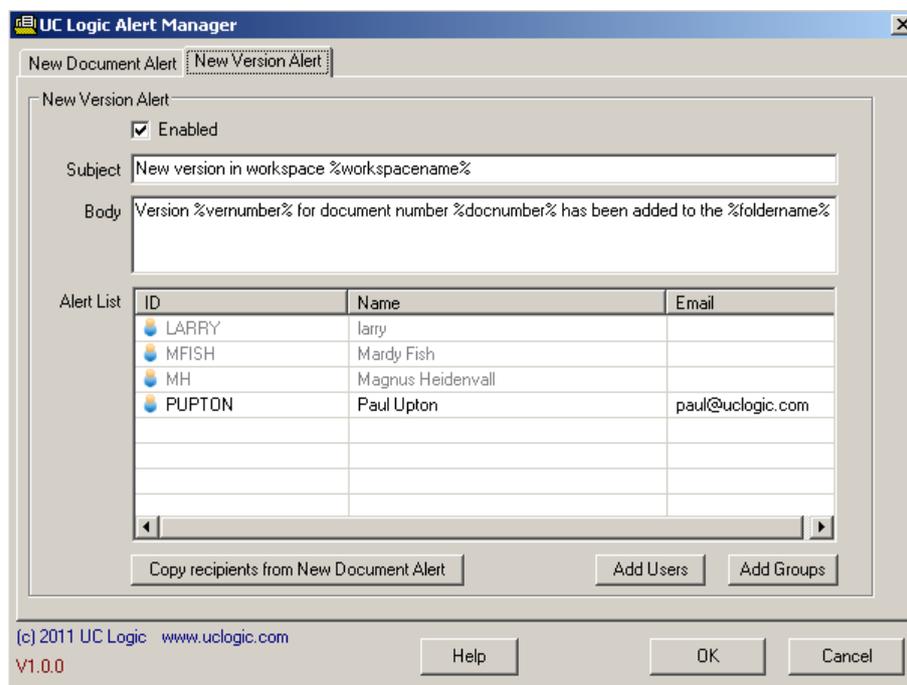


Users without emails show as greyed – these users will not get an alert, unless a valid email address is added using the Worksite Database Administrator application.

To delete an entry, highlight it and press the delete key on the keyboard.

## 4.2. Configure alerts for new documents

To configure alerts for new versions being added to the folder, select the 'New Document Alert' tab



If you just want the same recipient list as for new document, just click the 'copy recipients from New Document Alert' button. This will make the alert list identical to the new document alerts.

Alerts can be enabled or disabled by using the check box on the relevant alert tab.

## 4.3. Variables that can be used in subject and body

A number of variables can be used to format the content of the email subject and body. Valid values are:

Variable	Value
%docnumber%	Document number
%vernumber%	Document version number
%docname%	Document description
%foldername%	Name of the folder where document was added
%workspacename%	Name of the workspace that contains the folder

## 5. Sample Emails

Emails are sent out on a schedule as determined by the UC Alert Service application. The Alert Service application has a separate manual to describe its operation.

Emails will be sent out with an NRL link attached – one nrl per email

### **New document (new test doc) in 2007-FORT-01 Sekretessavtal**

paul.upton.saved@gmail.com

Sent: Tue 12/07/2011 16:32

To:  Paul Upton

 Message  new test doc (837\_1).nrl (377 B)

Document number 837 version 1 has been added to the Refile folder in the 2007-FORT-01 Sekretessavtal workspace.

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