

# SLP Support

## Advice and Guidance for iPost

<b>Title</b>	<b><a href="#">How to Create a Weekly Update Alert from iPost</a></b>
<b>Description</b>	<a href="#">How school staff can set up an email alert to notify when a new Weekly Update is added to iPost.</a>
<b>Further Advice</b>	If you require further advice or encounter an error while following the guidance in this document – please <a href="#">click here</a> for our guide on logging a call about the Somerset Learning Platform.

[Please click here to find out what we support](#)

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The **Weekly Updates** section of the iPost home page looks like this:

## Weekly Updates

iPost Weekly Updates provide a summary of the week's documents that may be required by, or of interest to, schools.

**The Weekly Update is emailed to schools as a Word file. If you have problems opening links in the Word version, please use the PDF version below.**

<input type="checkbox"/>	Type	Name	Modified
<input type="checkbox"/>		2015 02 06 Weekly Update to Schools	12/02/2015 13:35
<input type="checkbox"/>		2015 01 23 Weekly Update to Schools	12/02/2015 13:35
<input type="checkbox"/>		2015 01 30 Weekly Update to Schools	12/02/2015 13:35
<input type="checkbox"/>		2015 01 16 Weekly Update to Schools	12/02/2015 13:35

1 - 4 ▶

Set an [email alert](#) to notify you when a new Weekly Update is added to the site (our '[How to Create a Weekly Update Alert from iPost](#)' document provides support for this and is available in the 'iPost User Guidance' section below).

To request that a document, news item, etc is included in a Weekly Update, please [click here](#) for details.

Each issue of the Weekly Update is emailed to all school offices as a Word file. If you are a member of school staff who would like to receive your own personal notification when the latest issue is published on iPost (in PDF format), you can set up an email alert as described overleaf.

### Please note:

- You can only set up an alert if you are a member of school staff or a governor using an **.educ.somerset.gov.uk** email address.
- Other email address formats (any non-County email address format) cannot be used.
- Members of the public cannot set up email alerts.



1. Make sure you are logged in.
2. Click on the link 'Set an email alert'.

[Set an email alert](#) to notify you when a new Weekly Update is added to the site (our 'How to Create a Weekly Update Alert from iPost' document provides support for this and is available in the 'iPost User Guidance' section below).

This will open the page illustrated below.

OK Cancel

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

**Send Alerts To**  
You can enter user names or e-mail addresses. Separate them with semicolons.

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

**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.

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately sent alerts)

Weekly Updates x

Users:  
[Redacted] ;

Send me alerts by:  
 E-mail DELatham@educ.somerset.gov.uk  
 Text Message (SMS) [Redacted]  
 Send URL in text message (SMS)

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

Send notification immediately  
 Send a daily summary  
 Send a weekly summary

Time:  
Wednesday  
10:00

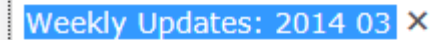
OK Cancel

3. You now need to set up the alert.

**IMPORTANT NOTE:** Because this alert relates to an upload that will occur only once a week, there is in fact only one section of the page that you will need to edit – the **Alert Title**. All other sections either cannot or should not be amended for this specific type of alert.

a. **Alert Title**

By default this typing bar contains the name of an ‘old’ Weekly Update document (see right); this is what will appear in the subject line of your alert email unless you edit it.



To do this, click into the typing bar, select the entire content and delete it, and type in the title you would prefer (eg “Weekly Update”).

b. **Send Alerts to**

If you are logged in, your name (underlined> will be shown here by default, therefore *you should not edit this section*.

c. **Delivery Method**

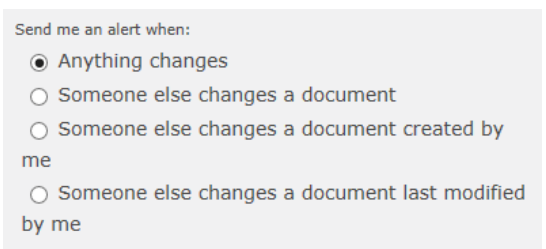
By default the alert will be sent to your *.educ.somerset.gov.uk* address.



(Please note that the Text Message option is not available and you will not be able to select it.)

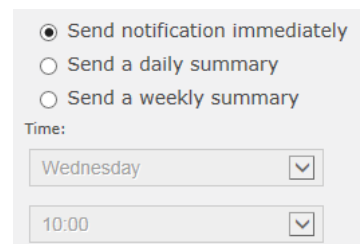
d. **Send Alerts for These Changes**

This section is not relevant for school users, who do not create/amend the Weekly Update document. *You should leave this on the default option of ‘Anything changes’.*



e. **When to Send Alerts**

Because the Weekly Update is issued only once a week, *you should leave this on the default option of ‘Send notification immediately’.*



4. Having amended the **Alert Title** only, therefore, you should click on **OK**.

You will receive a confirmation email when you have successfully set up your alert.

You should now receive an email alert to your *.educ.somerset.gov.uk* mailbox every Friday\* afternoon when the Weekly Update for that week has been published on iPost.

If you experience any problem with the operation of the email alert for the Weekly Update please log a call to the SWO ICT Helpdesk (01823 355090 or [swoicthelpdesk@somerset.gov.uk](mailto:swoicthelpdesk@somerset.gov.uk)).

\* If the last day of the school week falls on a day other than a Friday, the Weekly Update will be published on the relevant day of the week.

