Alerts – Extension configuration

Table of Contents

Overview

The Alerts app displays messages (created via the companion Alerts Directory) either in a web part on specific pages or injected prominently above the navigation across entire sites.

This document details the steps necessary to configure the Alerts extension for alerts to appear above the navigation across SharePoint sites, as displayed below.
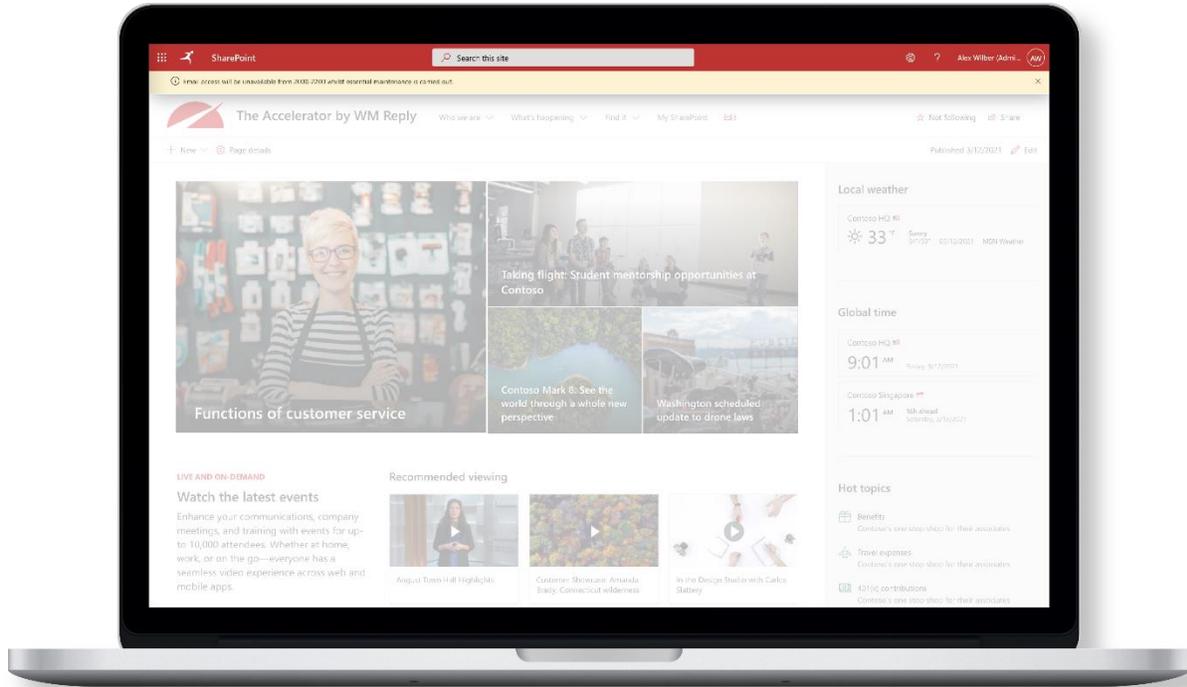
Figure 1 - Alerts extension

Configuration Instructions

1. Ensure the Alerts component has been deployed to your SharePoint site and that you have created an alert in the companion Alerts Directory component.

2. In the SharePoint suite bar, click on the Settings icon and navigate to Site contents.

3. In Site contents, a configuration panel for the Alerts extension will appear at the foot of the page. Click on Configure.
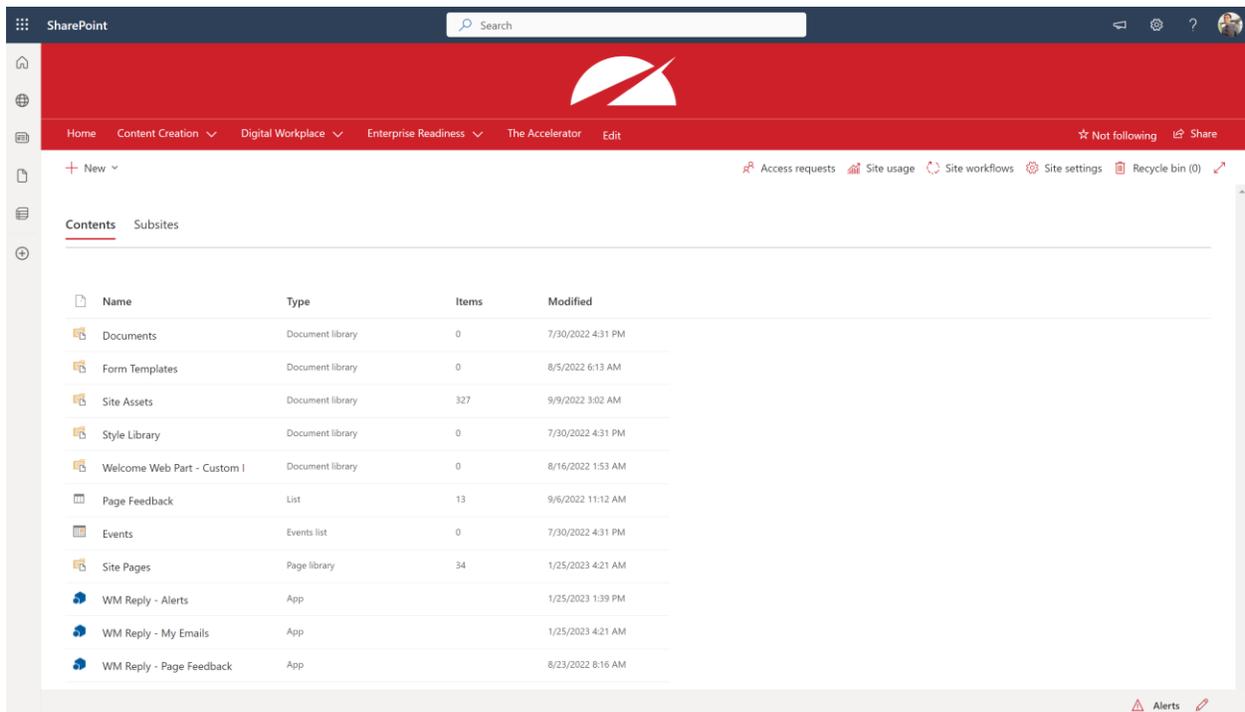
Figure 2 - Alerts configuration panel

4. A property pane will appear to allow you to connect the Alerts extension to your Alerts Directory, and therefore enable the functionality to display alerts above the navigation of SharePoint sites. Note this step can only be completed by a user with the SharePoint Administrator role due to properties that need to be set in SharePoint.
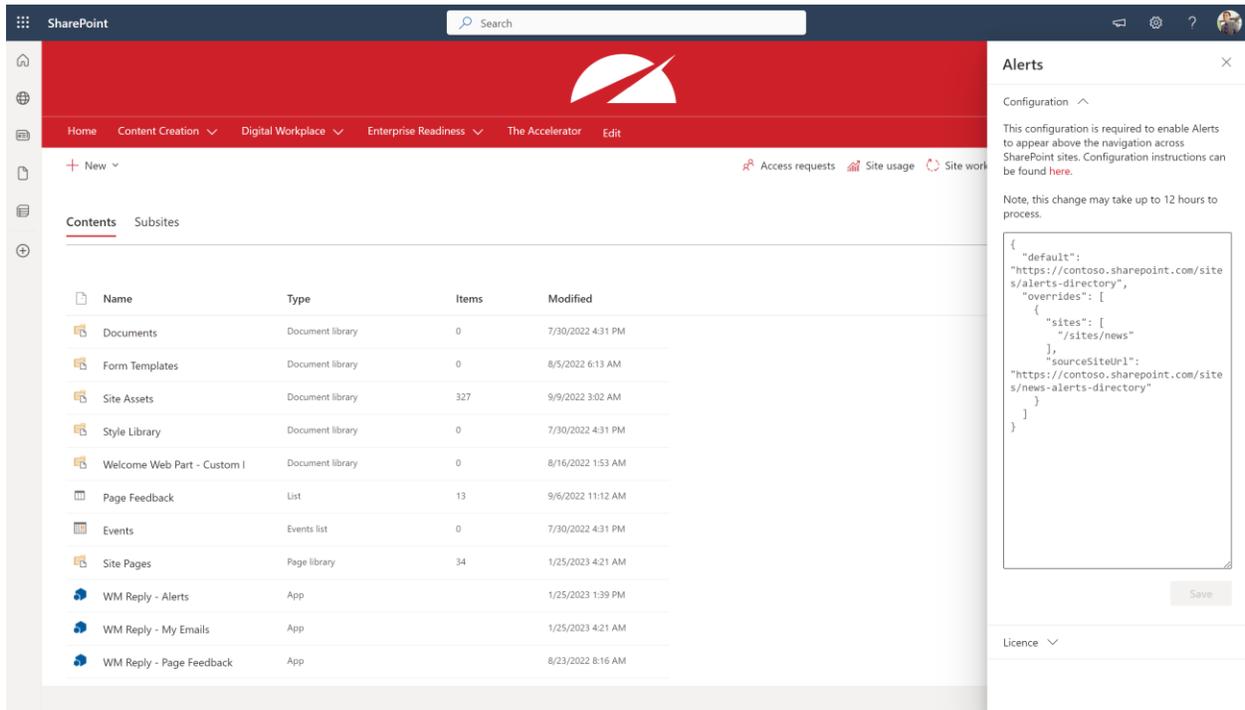
Figure 3 - Alerts property pane

You will need to insert JSON string in the pre-defined format below, replacing the ==highlighted content== with the SharePoint domain and site where your Alerts source is located.

Additionally, an **optional** configuration option allows you to set 'overrides'. Overrides can be used for instances where specific SharePoint sites will need to refer to and display alerts from a different Alerts source than the default set in this JSON.

JSON Format

```
{
    "default":{
        "sourceSiteUrl":"https://yourdomain.sharepoint.com/sites/yoursite"
    },
    "overrides":[
        {
            "sites":[]
        }
    ]
}
```

Your JSON will be validated to ensure it is correctly formatted. Once your JSON has been successfully validated, click on the Save button to apply the SharePoint properties for Alerts.

5. Alerts will now begin to appear across your SharePoint sites!

   The Site contents page will remain available with an 'Edit' button to perform future changes if required.
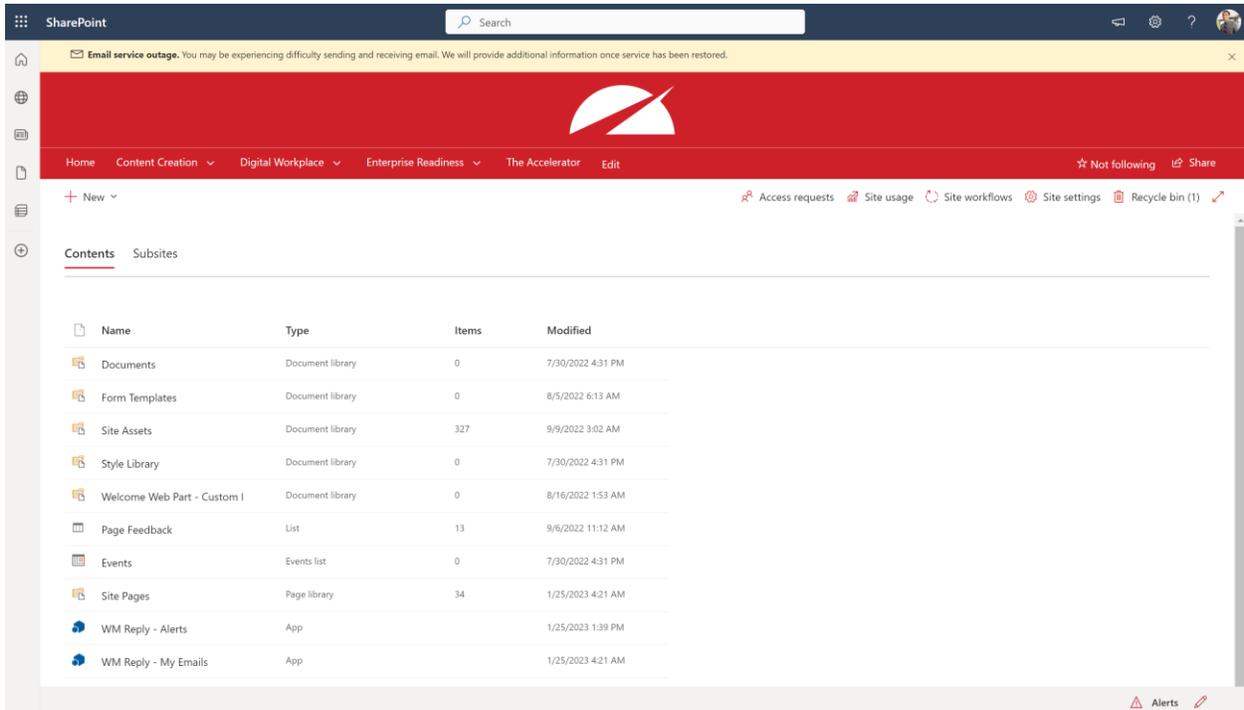
Figure 4 - Alerts property set