
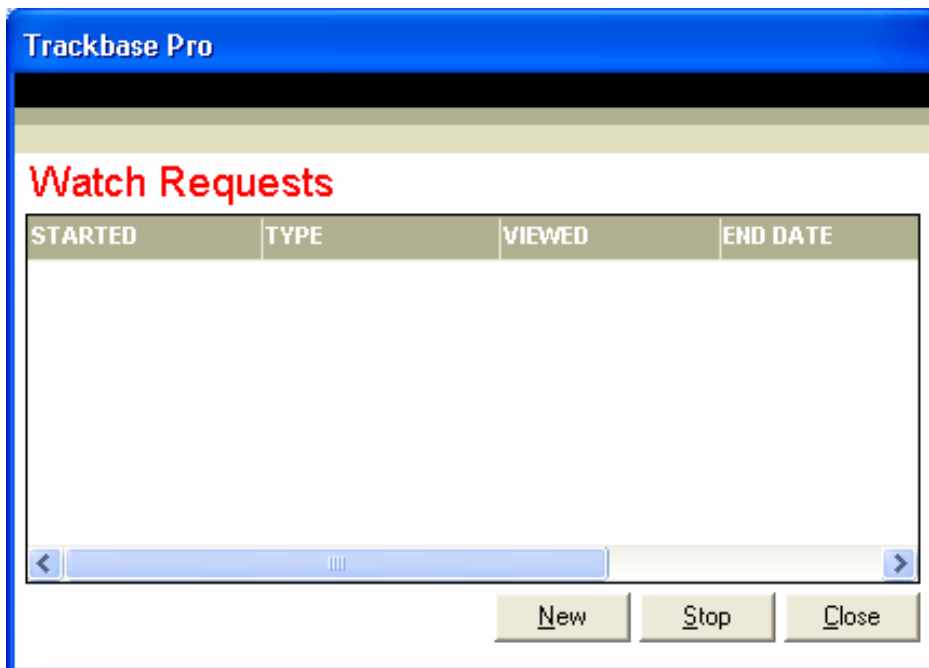


Setting a Project Watch

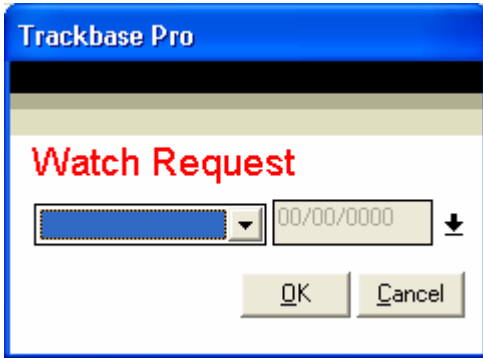
Watch requests allow users to 'tag' projects that particularly interest them. Once a project has been tagged, an alert will appear if the project is updated during the weekly data import.

To set a watch request, first find a project you are interested in and double-click on it to view the details.

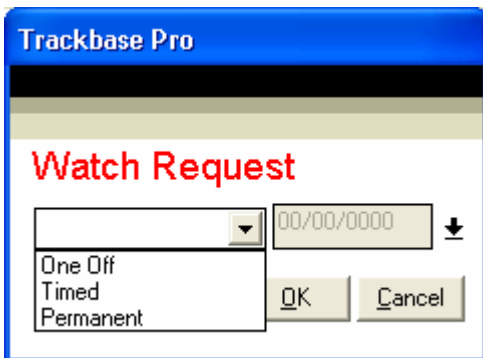
Then click on the 'Watch Request' button  on the bottom toolbar. The Watch Request window shown below will open. You can see that there are no watch requests listed for this project.



To start a new watch request, click on the 'New' button. The window shown below will open:



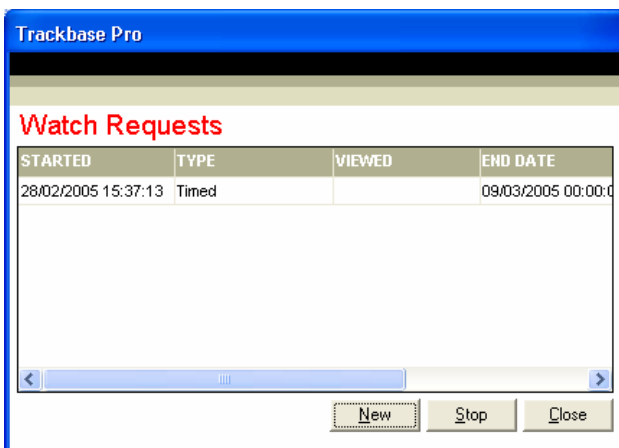
Use the drop-down arrow to select the type of watch request you wish to set.



There are three different types of Watch Request. These are:

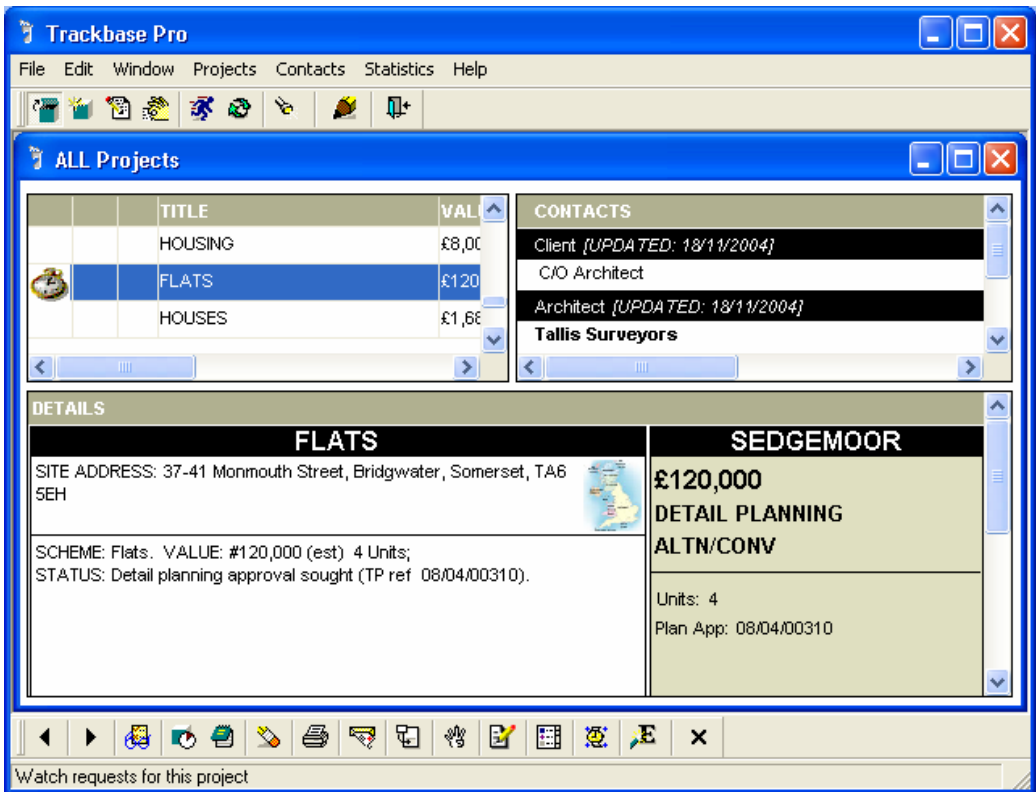
- One-Off** Select this option if you are only interested in knowing when the Project is next updated. After this, the Watch Request ends and must be set up again if you wish to be alerted about future updates.
- Timed** This option means that you can set an end date for the Watch Request. You will only be alerted of changes to the project up to the date specified. *(If you choose to do a Timed Watch, click the arrow next to the date to bring up the calendar. Double-click on the date you wish the Watch to end on.)*
- Permanent** This Watch Request is set up without a time limit. It will alert you to every change on the project, unless you decide to manually remove the Watch Request.

Click on the 'OK' button to set the Watch.

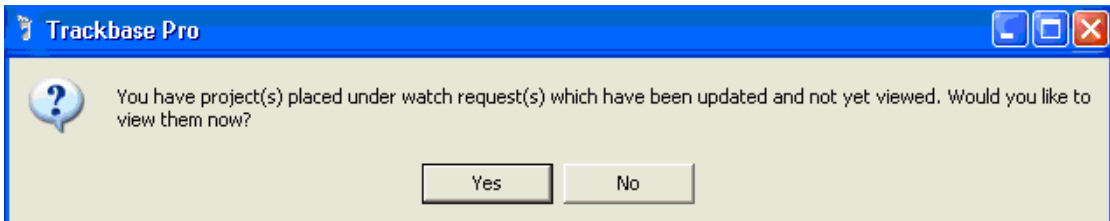



The Watch Request has now been added and the details will be displayed as shown above.

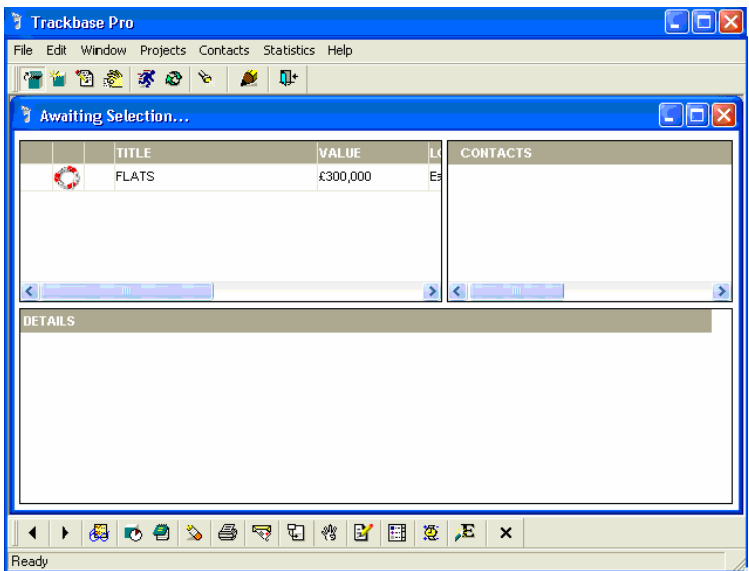
On the main project screen, the stopwatch icon  will appear in the column to the left of the Project title for all projects that you have set up a Watch Request for.



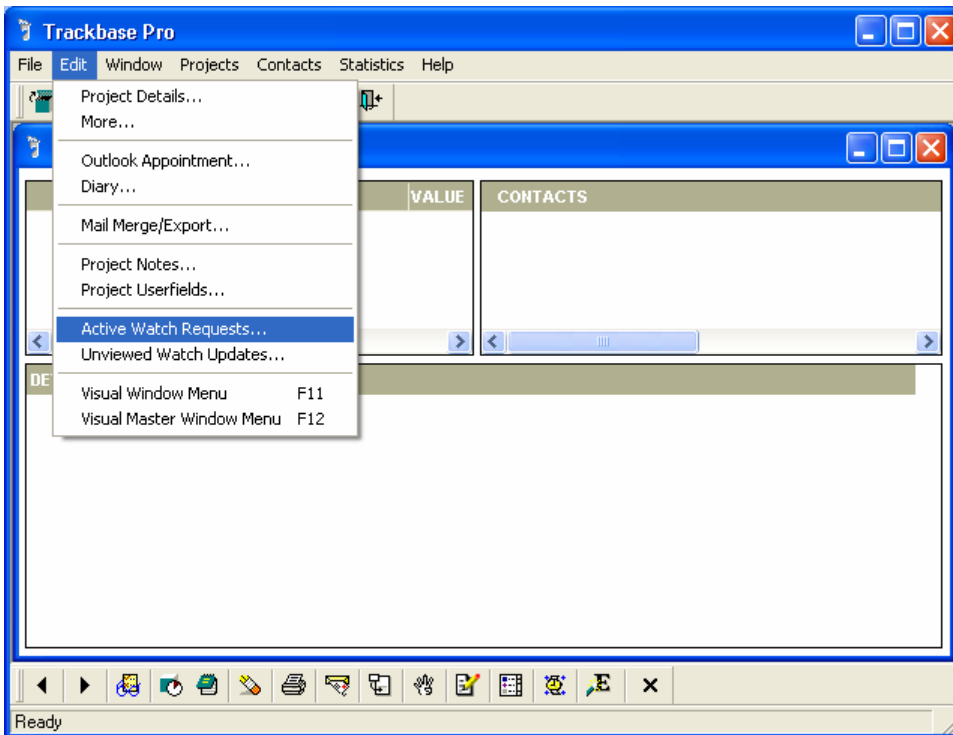
When you import data which updates the project being watched you will see this message below when your import has completed. Click on the 'Yes' button to see the updated project.



The Lifeboat Ring icon  indicates that a watched project has been updated, this is shown in the Project screen.



If you wish to view all the active watches you have running on your database, open the project screen and go to 'Edit' on the top menu, then 'Active Watch Requests...' as shown below.



This will give you a list of all the projects in your database that are currently being watched.

