Financial Affairs Information Systems Support

Creating an RSS feed notification in Safari

To

Construction – Public Advertised Bids

Really Simple Syndication (RSS) is a way for content publishers to make news, blogs, and other content available to subscribers. You can add your favorite RSS Feeds as subscriptions in Microsoft Office Outlook 2007, your favorite web browser or your favorite RSS reader application.

How to add an RSS Feed using Safari

1. Navigate to the “Construction – Public” portal that you are interested in receiving RSS updates from. For the purpose of this document we are interested in setting up an “Advertised Bids” notification from “The University of Alabama Construction – Public” portal site.

Enter https://construction-estus.fa.ua.edu/default.aspx in Safari.

2. On “Advertised Bids” select “Actions” dropdown and select “View RSS Feed”.

![Safari Browser Window](image_url)
3. The RSS feed will open in a new browser window.

4. To add this RSS feed, you must create a bookmark. First, go to “Bookmarks” and choose “Add Bookmark Folder”

5. Rename your new Bookmark Folder “RSS.”
6. The next step is to change your Safari settings so that your RSS feed is kept current automatically. Go to “Safari” and then click “Preferences.”

7. Click the “RSS” tab when the Preferences box opens. Change your RSS settings as follows: In “ Automatically Update Articles” check the “Bookmarks Bar” setting; “Check for Updates” choose “every hour”; “Mark Articles as Read” choose “After clicking them”; finally, check the box to “Highlight Unread Articles.” Choose your own preference on when to “Remove Articles,” some people like to keep them forever, some like to remove them daily – choose whichever option best meets your needs.
8. Now go back to the Construction Public RSS Feed. Go to “Bookmarks” and select “Add Bookmark.” Be sure to save the Bookmark in your new RSS Bookmark Folder!

9. After changing your settings and adding your feed, you need to know how to view your new RSS feed. In “Bookmarks” go down to “Bookmarks Bar.” Choose your RSS folder, scroll and click Construction – Public: Advertised Bids. The number in parenthesis indicates the number of new articles in your RSS feed.
10. Congratulations, you are now receiving real time updates from the Construction Public Advertised Bids in Safari!