Configure notification settings (email)

ResearchNow

This guide explains how to configure emails within ResearchNow.

Any notifications you receive depending on your role or roles in ResearchNow are able to be delivered via email.

Process



1. Login to ResearchNow.

- 2. To configure your email settings:
 - a. Select your user ID in the top right corner.
 - b. A pop-up appears. Click email settings in the left pane.
 - c. In the main window of the pop-up, the content types and workflow related tasks are listed on the left.
 - d. The frequency of emails for each content type are listed on the right.

| | Luser profile | |
|---|---|---------------------------|
| Profile | Email settings | |
| Email settings | Select how often you want to receive emails for the following | messages. |
| Message settings | Email message | Email frequency |
| Task settings Trusted users Funding Institutional | Activity - Person association changes | Emails are sent instantly |
| | Application - Person association changes | Emails are sent instantly |
| | Award - Multiple messages | All emails |
| | Ethical review - Person association changes | Emails are sent instantly |
| | Facility/Equipment - Person association changes | Emails are sent instantly |
| | Funding opportunity - Multiple messages | No emails |
| | Message - System messages | Emails are sent instantly |
| | Person - Comment added | Emails are sent instantly |
| | Press/Media - Newsflo content created | Emails are sent instantly |
| | Prize - Person association changes | Emails are sent instantly |
| | Project - Person association changes | Emails are sent instantly |
| | Report definition - Failure to generate scheduled report | Emails are sent instantly |
| | Research output - Multiple messages | All emails |

- e. Click on an existing frequency. A drop-down menu appears. Adjust the frequency as needed.
- 3. Click Save.

Handy hints



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Emails and messages are both notifications with the same content.

The difference is that messages are notifications only accessible within the ResearchNow system while emails are notifications delivered by email.

Notes

It is recommended that you **retain default settings** for *Email* until you become thoroughly familiar with the system.

If you want to configure your settings, first monitor the notifications you receive in via email and only then make changes. If you change the settings without understanding their impact you may not be alerted of any important Notifications via email. If you decide to modify your email settings, you will continue to receive email notifications for a content type / workflow task, provided that a frequency other than *Mails are never sent* is selected.

