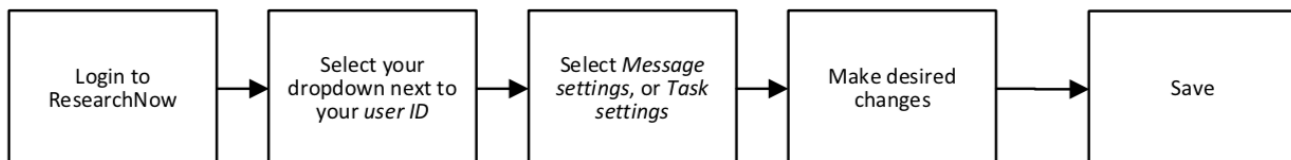


This guide explains how to configure message and task settings within ResearchNow.

A message is a notification you receive depending on your role or roles in ResearchNow.

A task is an action that is required by you or others depending on your role or roles in ResearchNow.

Process



Steps

1. Login to ResearchNow.
2. To configure your message settings:
 - a. Select the dropdown next to your user ID in the top right corner.
 - b. A pop-up appears. Select message 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 messages included in the system for each content type are listed on the right.
 - e. Select on an existing setting. A drop-down menu may appear. Make any desired changes.
3. To configure your task settings:
 - a. Select the dropdown next to your user ID in the top right corner.
 - b. A pop-up appears. Select task 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 tasks included in the system for each content type are listed on the right.
 - e. Select on an existing setting. A drop-down menu may appear. Make any desired changes.
4. Select Save.

Handy hints

You have to be logged in to ResearchNow to see *Tasks* and *Messages*.

Messages are accessible in ResearchNow on the right-hand side of the main screen under *Notifications*.

Tasks are accessible in Research Now on the right-hand side of the main screen under *Tasks*.

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 *Tasks* and *Messages* until you become thoroughly familiar with the system.

If you want to configure your settings, first monitor the tasks and notifications you receive in ResearchNow (under *Tasks and notifications*) and only then make changes. If you change the settings without understanding their impact, you may lose visibility of tasks you have to complete or notifications that you need to receive.