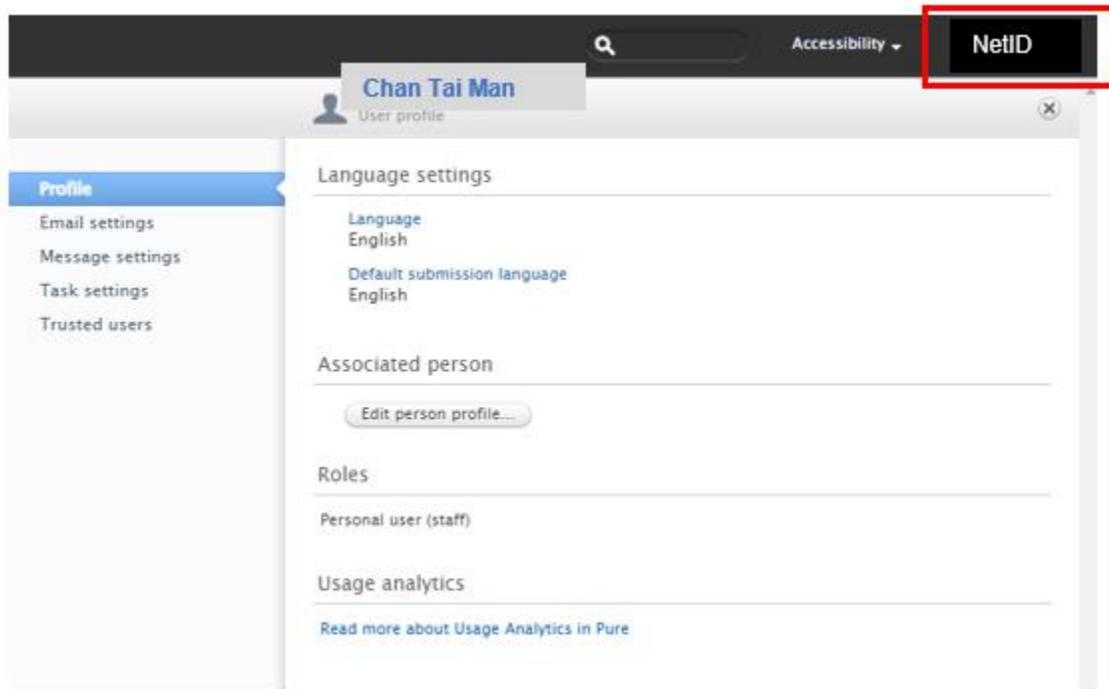


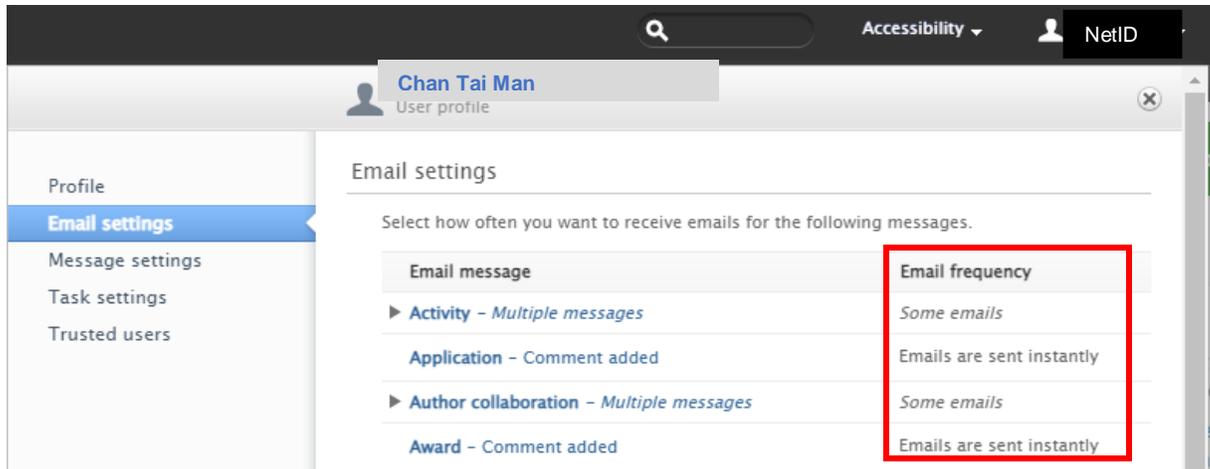
## 02c\_Set task and messages alert for pending task/notification

1. Click the user profile at the right upper header, the user setting dialogue is expanded
2. Click “Email setting” / “Message settings” / “Task settings” based on researcher needs, a table listing events that can trigger a message / a task notification / the frequency of emails about these events is displayed

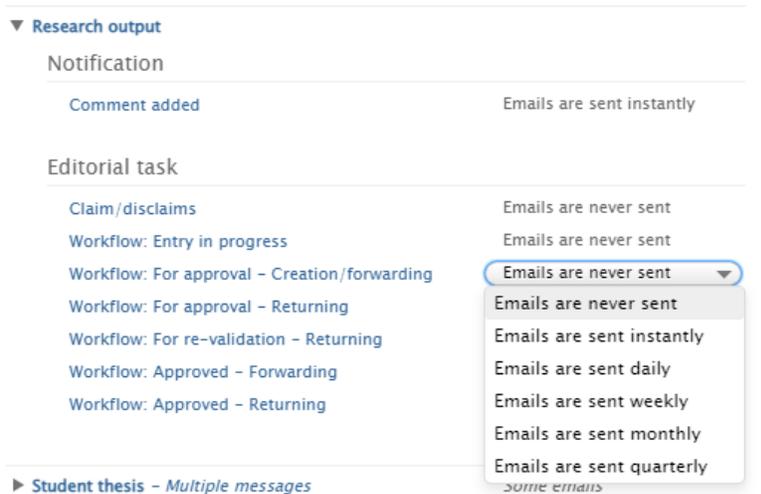


## 2.1. Email notification

You could change your email settings and preferences in PolyU Scholars Hub.



You may edit the **email frequency** in the below display to decide how frequently you would want to receive email from each workflow of PolyU Scholars Hub editing activities.

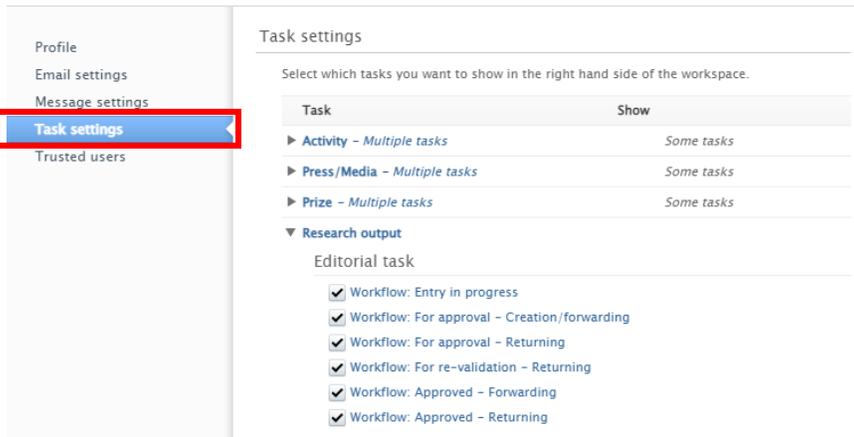


**Here is our recommendation, however:**

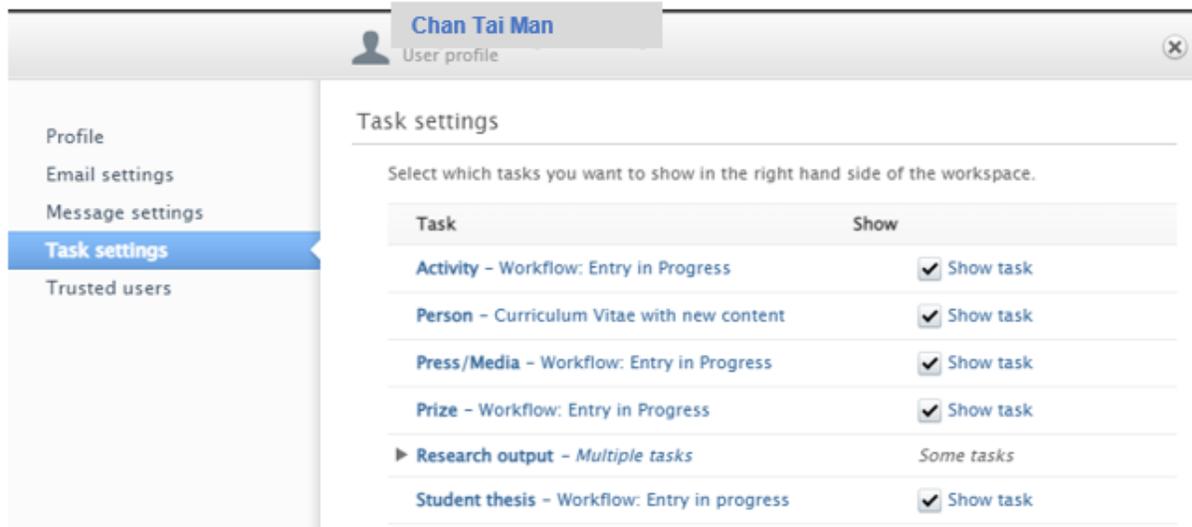
- **DO NOT** get alerts on the “Entry in progress” workflow trigger unless you really want; otherwise you will get alerts in every record saved in draft mode
- If you just started using PolyU Scholars Hub, set it to at least once a week for email alerts. Then gradually relax the frequency once you are more familiar with the platform.

## 2.2. System Notifications

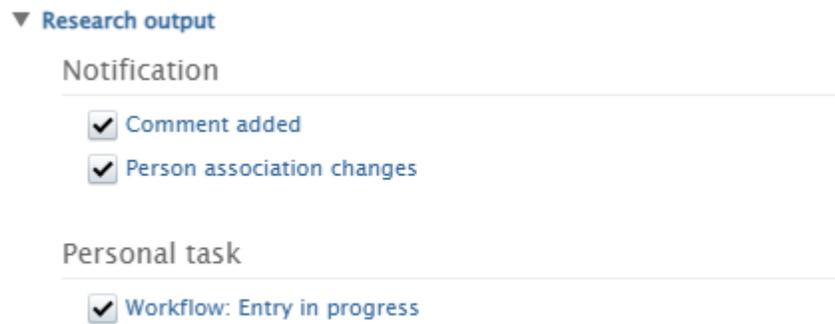
- System notifications refer to pending task displays on your PolyU Scholars Hub workspace
- In the “Task settings” part, you could also have similar configuration as the previous “Email settings” section.



**Strongly suggested setting “Show task” in “Task settings” so that task can show at Tasks & notifications (the right-hand side of the workspace)**



3. Click ► to expand the list and amend if needed
  - 3.1. Notification: something related to you is changed in Pure
  - 3.2. Personal task: you are asked to make some changes to a record related to you in Pure



4. Click the “Save” button at the bottom

