02c_Set task and messages alert for pending task/notification

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- 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

		٩	Accessibility 🗸	NetID
	Chan Tai Man User profile			×
Profile	Language settings			
Email settings Message settings Task settings Trusted users	Language English Default submission langu English Associated person Edit person profile Roles Personal user (staff) Usage analytics Read more about Usage Ana	uage Jytics in Pure		



PolyU Scholars Hub content management for researcher

2.1. Email notification

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

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	Chan Tai Man User profile	۲
Profile	Email settings	
Email settings	Select how often you want to receive emails for the follo	owing messages.
Message settings	Email message	Email frequency
Task settings Trusted users	Activity – Multiple messages	Some emails
	Application - Comment added	Emails are sent instantly
	Author collaboration - Multiple messages	Some emails
	Award - Comment added	Emails are sent instantly

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.

Research output			
Notification			
Comment added	Emails are sent instantly		
Editorial task			
Claim/disclaims	Emails are never sent		
Workflow: Entry in progress	Emails are never sent		
Workflow: For approval - Creation/forwarding	Emails are never sent 🔹 🔻		
Workflow: For approval - Returning	Emails are never sent		
Workflow: For re-validation - Returning	Emails are sent instantly		
Workflow: Approved - Forwarding	Emails are sent daily		
Workflow: Approved - Returning	Emails are sent weekly		
	Emails are sent monthly		
Student thesis - Multiple messages	Emails are sent quarterly		

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

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- 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.

rofile	Task settings				
mail settings	Select which tasks you want to show in the rig	nt hand side of the workspace.			
lessage settings	Task	Show			
ask settings	Activity - Multiple tasks	Some tasks			
rusted users	Press/Media - Multiple tasks	Some tasks			
	Prize – Multiple tasks	Some tasks			
	▼ Research output				
	Editorial task				
	Workflow: Entry in progress				
	 Workflow: For approval - Creation/forwarding Workflow: For approval - Returning Workflow: For re-validation - Returning Workflow: Approved - Forwarding 				
				Workflow: Approved - Returning	

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

	Chan Tai Man User profile	
Profile	Task settings	
Email settings	Select which tasks you want to show in the right hand s	side of the workspace.
Message settings	Task	Show
Task settings	Activity - Workflow: Entry in Progress	Show task
Trusted users	Person - Curriculum Vitae with new content	Show task
	Press/Media - Workflow: Entry in Progress	Show task
	Prize - Workflow: Entry in Progress	Show task
	Research output – Multiple tasks	Some tasks
	Student thesis - Workflow: Entry in progress	Show task



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3. Click \blacktriangleright to expand the list and amend if needed

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- 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

•	Research output Notification
	 Comment added Person association changes
	Personal task
	Workflow: Entry in progress

4. Click the "Save" button at the bottom

