Research Professional User Guide
Alerts and Notifications

NOTE: The website's appearance may differ from the screenshots provided depending on the device being used e.g. Tablet vs desktop computer.

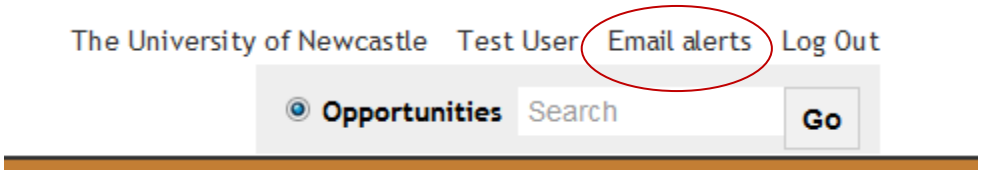
Research Professional allows users to manage the notifications that are sent to them on a weekly basis via 'Email alerts'. This function allows the activation and suspension of all alerts, or the activation and suspension of alerts for saved searches (either personal or group).

Please note: This function does not prevent manual email notifications sent by administrative staff.

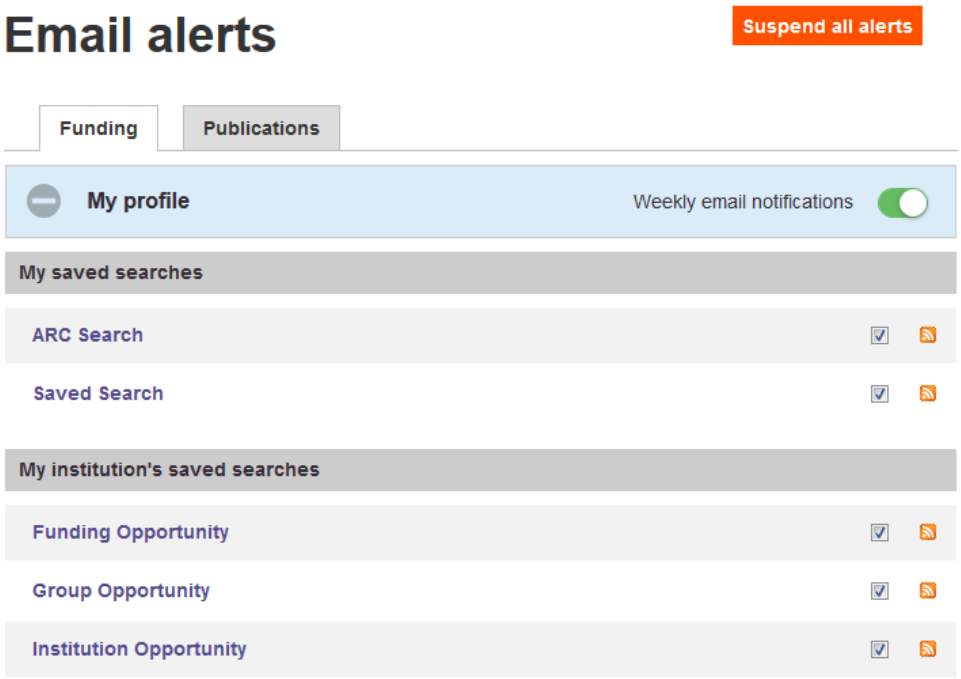
A video describing how to manage alerts is available on the Research Professional You Tube page under Email Alerts and Your Profile.

Alerts

To manage alerts, select the 'Email alerts' user link.



The currently configured alerts will be displayed.

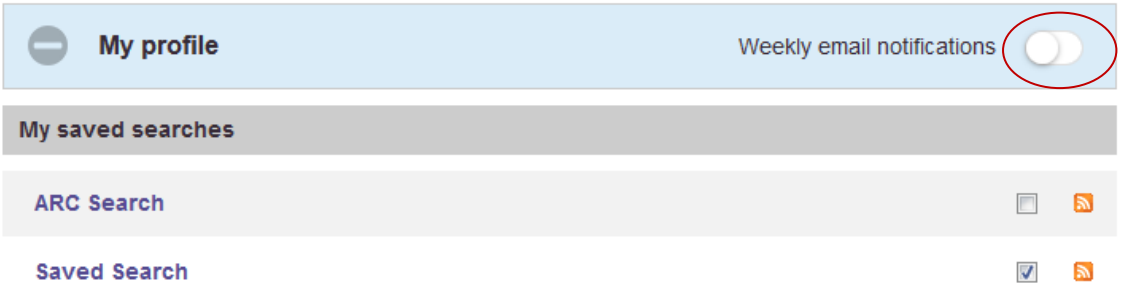


You can modify the alerts via any of the following:

Turning on/off Weekly email notifications

This will enable/disable all saved search notifications, regardless of individual saved search preferences.

The email notifications are active when the indicator is shown green and inactive when not.



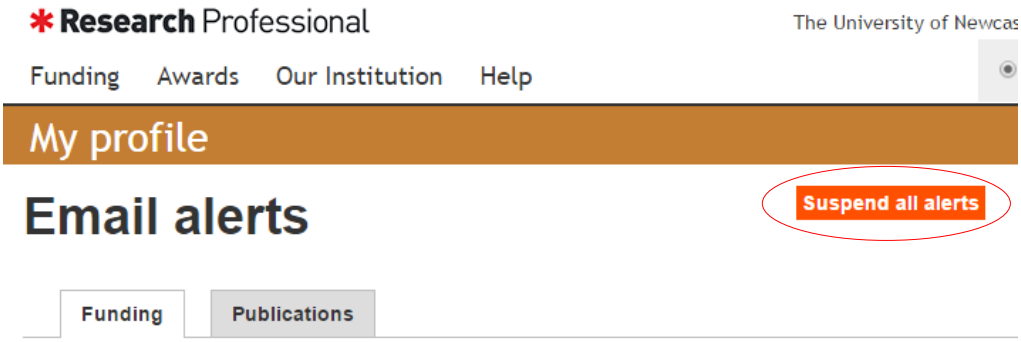
Modifying saved searches

This will turn off/on the email notifications for the selected searches

As is standard, checked items are active and unchecked items are inactive. You may modify either your personal saved searches or the group searches.

Suspend all alerts button

This will suspend all notifications. Once selected, the button will become an 'Unsuspend all alerts' button.



Notifications

Research Professional notifies all users of information on opportunities available via email, on an automatic or manual basis. There are three main sources of email notifications:

1. Automatic – the system will generate an email with new opportunities that have become available within that week, based on saved search criteria and opportunities that you have identified and saved previously (as per above).
2. Individual users – administrators and other users can email opportunities to selected users.
3. Groups – administrators can email opportunities to a group of users based on faculty or other workgroup setup in Research Professional.

In all of the above cases the email will be distributed in the following format:

Please note: The content may vary according to the distribution source and the opportunities displayed.

From: Research Professional [mailto:noreply@researchprofessional.com]
Sent: Tuesday, 6 December 2016 9:12 AM
Subject: Useful links to Research Professional

Hi, here are some funding opportunities that you may be interested in

This funding opportunity has been forwarded to you by admin user@newcastle.edu.au.

Public engagement fund
Wellcome Trust
This supports projects that engage the public in conversations about health-related science and research. Awards are worth between £5,000 and £3 million over five years and cover salary costs, teaching buy-out leave, materials and consumables, equipment, production and development costs and travel and subsistence.
http://www.researchprofessional.com/funding/opportunity/1813956

You can click on the hyperlinks to view the opportunity in further detail.