



## Setting Up Email Notifications for Communications on StuartWeb

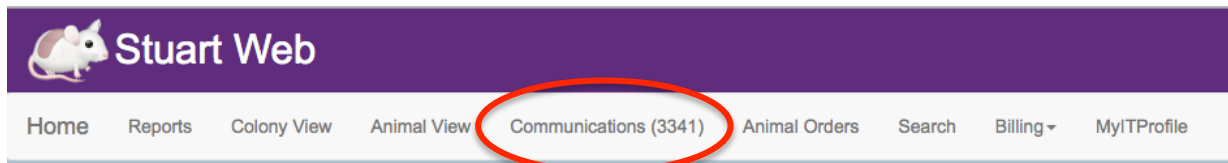
The StuartWeb Communications interface is the preferred method for communication between ABR staff and researchers. It allows messages to be viewed by all relevant staff and therefore instructions are less likely to be missed.

The StuartWeb Communications interface can be set to send you an email alert whenever a new communication is entered, when an existing communication is replied to, and when a communication is given a closed-status (this indicates that the request has been fulfilled or that the communication is no longer required). Email notifications do not contain the content of the communication – they are intended as a prompt for you to login to StuartWeb.

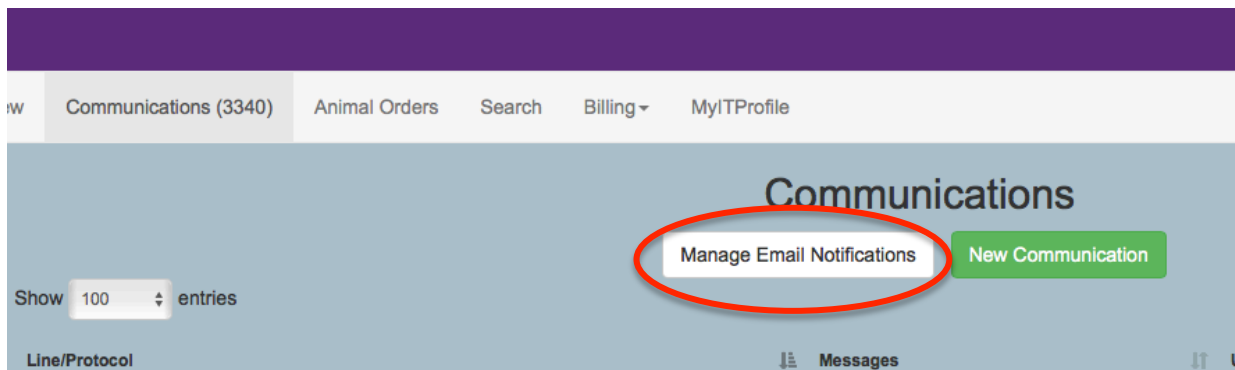
Email notifications can be enabled for individual lines, or all lines under a protocol, and can be deactivated in future - all through the StuartWeb interface.

### Enabling notifications:

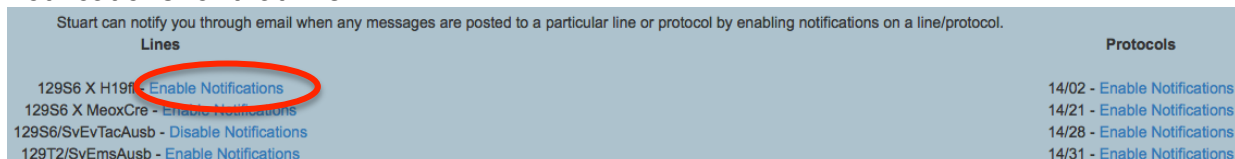
1. Log in to StuartWeb.
2. Click on the Communications link in the top bar.



3. Click on the Manage Email Notifications button.



4. Click on the 'Enable Notifications' link next to the relevant line(s) (or protocol) to activate the email alert. If the line says 'Disable Notifications' then you will receive notifications for that line.



5. Log out of StuartWEB when finished.

## Email Notifications

Each time a Communication is placed an email will be sent with the Communication number and the Line it refers to. The content of the Communication is not included in the email as the intention is to continue the exchange of information via the Communication platform rather than in email.

### Stuart Communication: #62997 - Testing comms in StuartWeb



Stuart Notifications <no-reply@garvan.org.au>

Today, 15:06

 Reply all | 

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THIS IS A NOTIFICATION. DO NOT REPLY TO THIS EMAIL.  
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A Line or Protocol (NOD.Cg-Prkdc<scid>IL2rg<tm1Wjl>/SzJAusb) you have enabled notifications on has been updated:

Communication #62997 with subject 'Testing comms in StuartWeb'.

Please login to Stuart or StuartWeb to view this communication thread.

To disable these notifications open the 'Manage Communications' window/page from within Stuart or StuartWeb.

## Notes:

1. Follow the same procedure to disable notifications.
2. Changes to the system settings are actioned at midnight. You will begin to receive email notifications from the following day.
3. The system will only notify you when someone else adds or modifies a communication - you will not receive an email notification regarding your own StuartWeb Communication activity.
4. If you do not receive email notifications please contact [enquiries@abr.org.au](mailto:enquiries@abr.org.au) and we will check that your profile and email address is up to date.