



Setting Up Email Notifications for Communications on StuartWeb

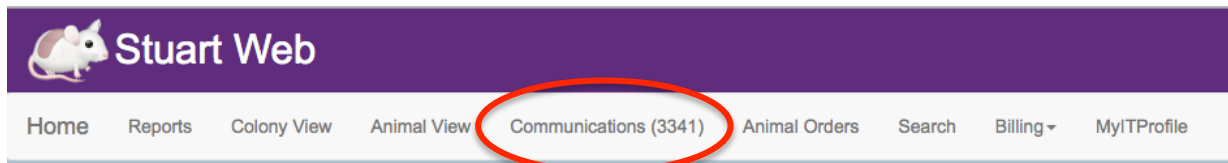
The StuartWeb Communications interface is the preferred method for communication between ABR staff and researchers. It allows messages to be viewed by all relevant staff and therefore instructions are less likely to be missed.

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.

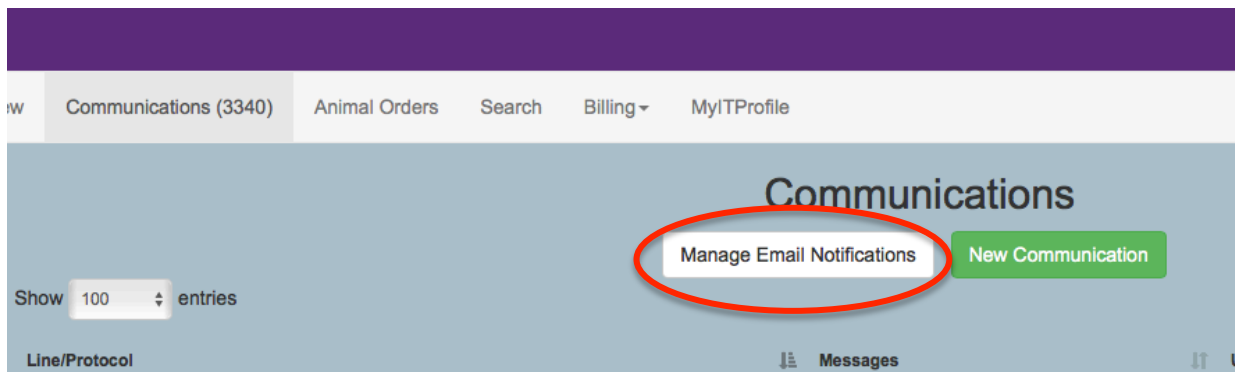
Email notifications can be enabled for individual lines, or all lines under a protocol, and can be deactivated in future - all through the StuartWeb interface.

Enabling notifications:

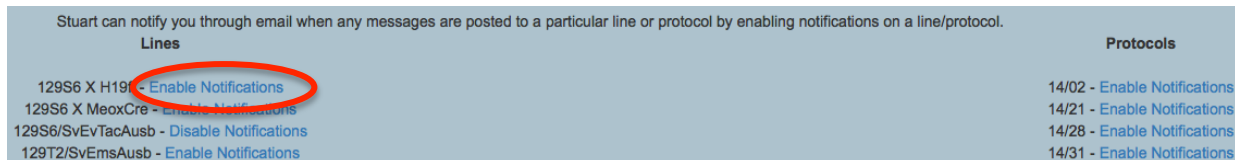
1. Log in to StuartWeb.
2. Click on the Communications link in the top bar.



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.



5. Log out of StuartWEB when finished.

Notes:

3. Follow the same procedure to disable notifications.
4. Changes to the system settings are actioned at midnight. You will begin to receive email notifications from the following day.
5. 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.
6. If you do not receive email notifications please contact enquiries@abr.org.au and we will check that your profile and email address is up to date.