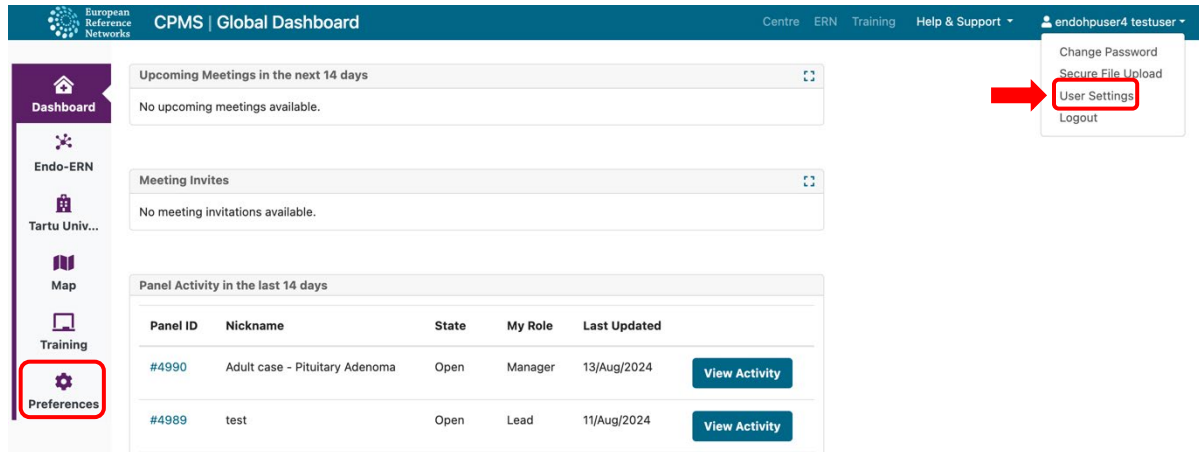


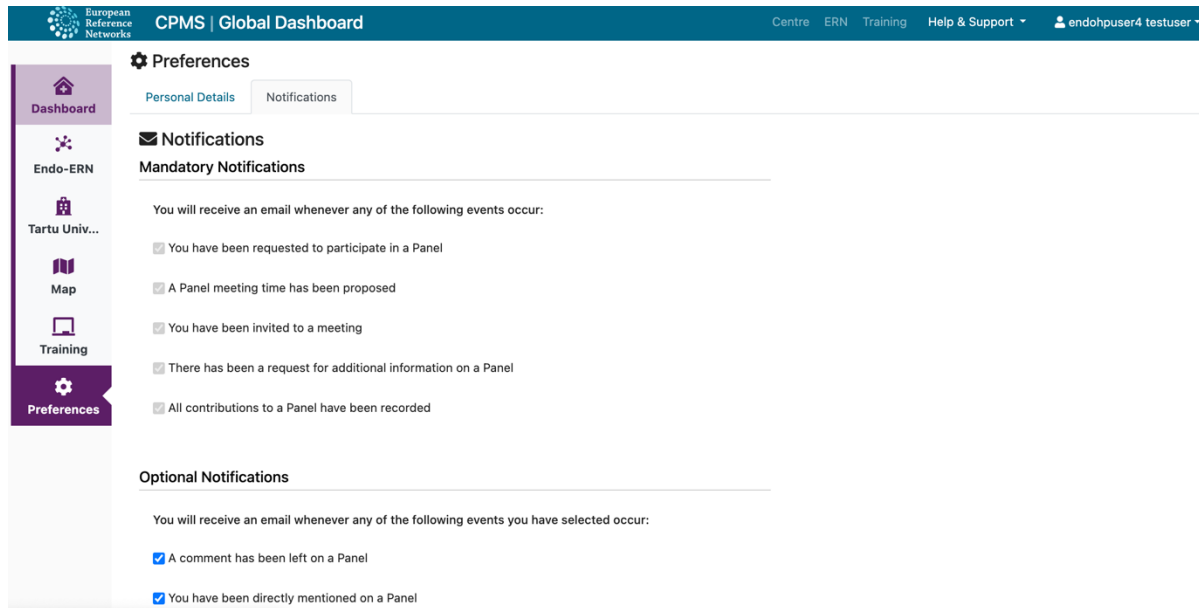
Adjust notification

- Login via <https://cpms.ern-net.eu/login/>
- At the homepage click on 'Preferences' or click on your username in the top right corner and go to 'User Settings' (see below)



The screenshot shows the CPMS Global Dashboard. In the left sidebar, the 'Preferences' icon (a gear) is highlighted with a red box. In the top right corner, the user's name 'endohpuser4 testuser' is displayed with a dropdown menu. The 'User Settings' option in this menu is also highlighted with a red box and a red arrow pointing to it.

- Select the types of notifications you wish to receive and how often (see below) and click on 'Save Changes'



The screenshot shows the 'Preferences' page with the 'Notifications' tab selected. The page is divided into 'Mandatory Notifications' and 'Optional Notifications' sections.

Mandatory Notifications

You will receive an email whenever any of the following events occur:

- You have been requested to participate in a Panel
- A Panel meeting time has been proposed
- You have been invited to a meeting
- There has been a request for additional information on a Panel
- All contributions to a Panel have been recorded

Optional Notifications

You will receive an email whenever any of the following events you have selected occur:

- A comment has been left on a Panel
- You have been directly mentioned on a Panel

A Panel contribution has been recorded

A Panel outcome is ready for review

Task Reminders

When I have a task in my task-list, remind me:

Daily Email

Weekly Email

Fortnightly Email

Monthly Email

Immediate notification emails will be sent to you for all mandatory and any optional events you choose as soon as they occur.
Reminder mails will be sent to you at your chosen frequency.
You will not be mailed if you have no outstanding tasks in your task list.

Meeting Reminders

Remind me before a meeting:

1 hour

4 hours

24 hours