

Turning off validation emails

You can quickly configure Pure to send you only the notifications you want to receive

To enable you to have access to certain parts of PURE you have been assigned a role within PURE called “Editor of Research Outputs”, however, this role also allows users to manage the validation workflow for new outputs being entered into PURE.

If you are not part of the group of staff who deal with the validation workflow (library) you can now turn these email alerts off:

1. When in PURE click on your name in the top right hand corner of the screen and select Email settings from the menu that opens.
2. Click on the arrow next to Research Output and another list of notifications will appear.
3. Change the mail frequency preference to “Mails are never sent” for all types under the **editorial task** category.

The screenshot shows the 'E-mail settings' page in the PURE system. On the left is a navigation menu with 'Profile' (marked with a red '1'), 'E-mail settings' (highlighted), 'Message settings', 'Task settings', and 'Trusted users'. The main content area is titled 'E-mail settings' and contains a table of notification preferences. A red '2' is placed next to the 'Research output' section header. Below this, under the 'Editorial task' category, a dropdown menu is open (marked with a red '3'), showing options for mail frequency: 'Mails are sent daily' (selected), 'Mails are never sent', 'Mails are sent instantly', 'Mails are sent daily', 'Mails are sent weekly', 'Mails are sent monthly', and 'Mails are sent quarterly'.

E-mail message	Mail frequency
Application / Funding - Comment added	Mails are sent instantly
Message - System messages	Mails are sent instantly
Person - Comment added	Mails are sent instantly
Project - Comment added	Mails are sent instantly
2 Research output	
Notification	
Author association changes	Mails are sent instantly
Comment added	Mails are sent instantly
Editorial task	
Suggested action	3 Mails are sent daily
Workflow: Entry in progress - Returning	Mails are never sent
Workflow: For validation - Creation/forwarding	Mails are sent instantly
Workflow: For validation - Returning	Mails are sent daily
Workflow: For re-validation - Returning	Mails are sent weekly
	Mails are sent monthly
	Mails are sent quarterly