

## LUCRIS GSM: Manual messaging settings

Every user will receive notifications from LUCRIS by mail when something happened which is relevant for you.

Although it is not recommended, you can change your messaging settings in order not to receive email notifications.

You can still see the Things to do on your dashboard and the internal messages.

## **Messaging settings**

To see your messaging settings – and to change them – click on your name or role (upper right corner of the screen), and then click **My Settings**.

Converis My Tools 👻	Help 👻 🦳 Researcher: Overbeeke, Peter, Prof Biblio 👻 📄 🔔
	Switch Role     Add new
Dashboard	Prof. Peter Overbeeke / Edit / Set Persona
Publications	Preferences e: p.van.overbeeke@library.leidenuniv.nl X Logout
CV Activities	
Graduations	2 Publications
Persons	
Organisations	Things to de
Data management plans	inings to do

Then you see the **Messaging settings**, and you can (de)select the option to receive mails.

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	Save	



## See the internal notifications

The notifications via internal messaging can be found by clicking on the bell icon next to your name



You can also click **Notifications** in the menu on the left side of the screen:

Converis	Help 👻 🛛 Researcher: Anke Margreet Dijkman (Dijkm 👻 🔰 🔔 🥸	
Dashboard > Messages		
Dashboard	Messages (264)	
Publications		
CV Activities	View         Priority         Message type         Entry point	
Graduations		
Persons	Select / Deselect all Mark as Read Mark as Unread Delete 10   50   100   ( < 1 of 27 )	
Organisations	TEST_FROM_EMPTY_The start of your Graduation formalities is approved         30/07/2019           From:         SYSTEM   Category:         INFORMATION   Priority:         NORMAL         13:14	
Data management plans		
Classifications	TEST_FROM_EMPTY_Please approve a manuscript and compose a Doctorate committee         30/07/2019           From:         SYSTEM   Category:         INFORMATION   Priority:         NORMAL         13:14	
Notifications	FROM EMPTY A Doctorate Committee has to be composed     30/07/2019	
Statistics	From: SYSTEM   Category: INFORMATION   Priority: NORMAL 13:14	

You can click on one of the notifications and you will see the text. You can delete the notification after reading, or keep it in the list of messages.

You can select a couple of notifications to manage (delete) them all at once.