



# CoreResearch@Duke Core User Notifications User Guide

---

08/08/18  
Version 1.0

## Table of Contents

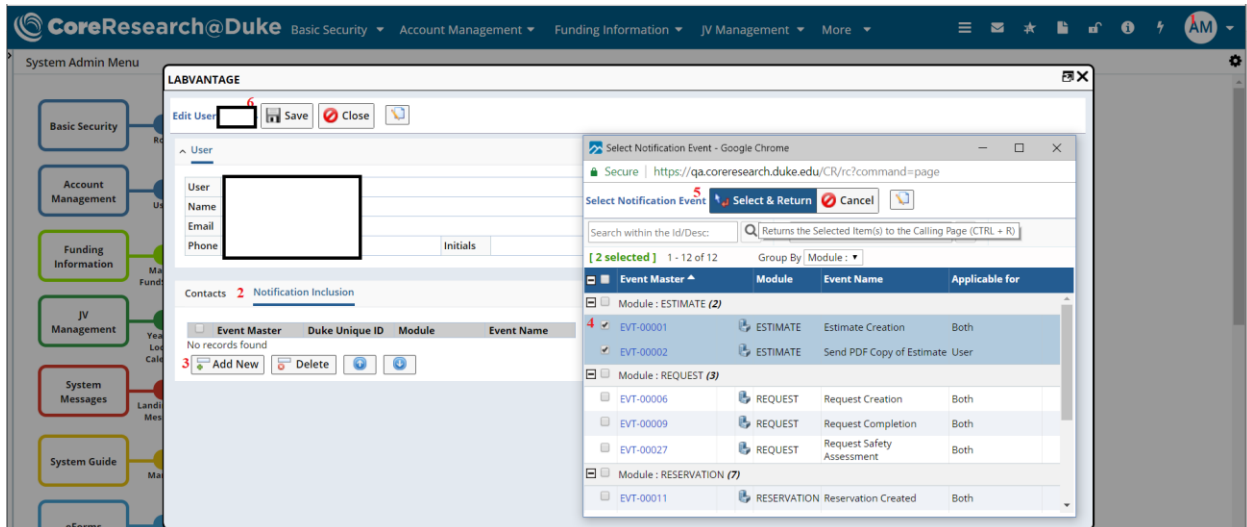
Notifications (E-mails from CoreResearch@Duke) .....	3
Configuring Core E-mail Notifications.....	3
Core Notifications Detail tab.....	4
Notification Inclusion Detail Tab.....	4

## Notifications (E-mails from CoreResearch@Duke)

You can specify which e-mails you would like to receive from CoreResearch@Duke through the User Preferences.

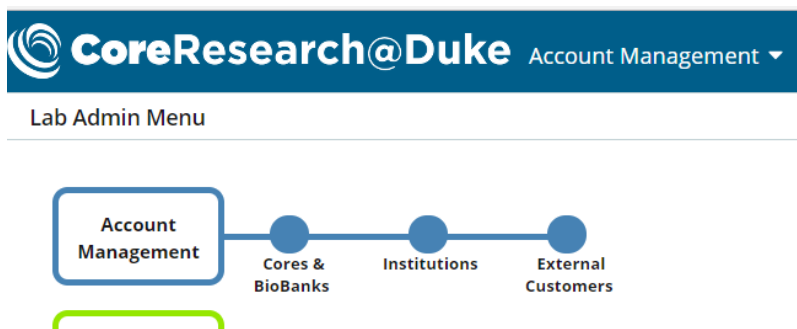
To update your notification preferences,

1. Select your initials from the upper right corner and click Change Preferences
2. Click the Notification Inclusions detail tab
3. Click Add New
4. Select the checkbox next to the notifications that you want to receive.
5. Click Select & Return
6. Click Save



## Configuring Core E-mail Notifications

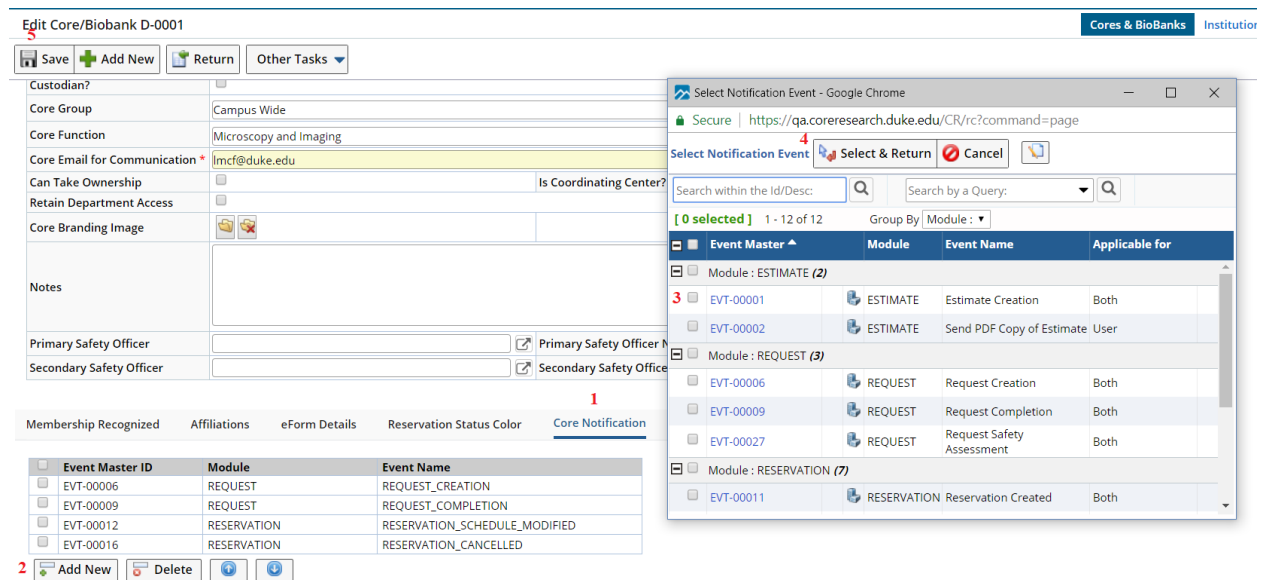
Core E-mail notifications are configured on the LabAdmin sitemap through the Cores & Biobanks tramstop on the Account Management tramline.



## Core Notifications Detail tab

This tab allows Cores to define which Notifications are sent to users by the Core. Note: users will only receive these e-mails if they opt in to that e-mail.

1. Select the Core Notification tab
2. Select Add New
3. Check the check box next to notifications you want the Core to send.
4. Click select & Return
5. Click Save



5 Edit Core/Biobank D-0001

Save Add New Return Other Tasks

Custodian?

Core Group Campus Wide

Core Function Microscopy and Imaging

Core Email for Communication \* lmc@duke.edu

Can Take Ownership Is Coordinating Center?

Retain Department Access

Core Branding Image

Notes

Primary Safety Officer Primary Safety Officer

Secondary Safety Officer Secondary Safety Officer

Membership Recognized Affiliations eForm Details Reservation Status Color Core Notification

Event Master ID	Module	Event Name
EVT-00006	REQUEST	REQUEST_CREATION
EVT-00009	REQUEST	REQUEST_COMPLETION
EVT-00012	RESERVATION	RESERVATION_SCHEDULE_MODIFIED
EVT-00016	RESERVATION	RESERVATION_CANCELLED

2 Add New Delete

Select Notification Event - Google Chrome

Secure | https://qa.coreresearch.duke.edu/CR/rc?command=page

Select Notification Event Select & Return Cancel

Search within the Id/Desc: Search by a Query:

[ 0 selected ] 1 - 12 of 12 Group By Module :

Event Master	Module	Event Name	Applicable for
Module : ESTIMATE (2)			
3 EVT-00001	ESTIMATE	Estimate Creation	Both
EVT-00002	ESTIMATE	Send PDF Copy of Estimate	User
Module : REQUEST (3)			
EVT-00006	REQUEST	Request Creation	Both
EVT-00009	REQUEST	Request Completion	Both
EVT-00027	REQUEST	Request Safety Assessment	Both
Module : RESERVATION (7)			
EVT-00011	RESERVATION	Reservation Created	Both

## Notification Inclusion Detail Tab

The Notification Inclusion detail tab allows the Core to select which e-mails the Core e-mail address receives.

1. Select the Notification Inclusion detail tab.
2. Click Add New
3. Select the checkbox next to the notifications you want the Core e-mail to receive.
4. Click Select & Return.
5. Click Save.

5 **Save**

4 **Select Notification Event** **Select & Return** **Cancel**

Search within the Id/Desc:  Search by a Query:

[ 2 selected ] 1 - 12 of 12 Group By Module:

Event Master	Module	Event Name	Applicable for
<input type="checkbox"/> EVT-00027	REQUEST	Request Safety Assessment	Both
<b>Module : RESERVATION (7)</b>			
<input type="checkbox"/> EVT-00011	RESERVATION	Reservation Created	Both
<input type="checkbox"/> EVT-00012	RESERVATION	Reservation Schedule Modified	Both
<input type="checkbox"/> EVT-00013	RESERVATION	Reservation Approved	Both
<input type="checkbox"/> EVT-00014	RESERVATION	Reservation Rejected	Both
<input type="checkbox"/> EVT-00015	RESERVATION	Reservation Deleted	Both
3 <input checked="" type="checkbox"/> EVT-00016	RESERVATION	Reservation Cancelled	Both
<input checked="" type="checkbox"/> EVT-00017	RESERVATION	Reservation Pending Approval	Both

1 **Notification Inclusion** **Module E**

Event Master ID	Module	Event Name
<input type="checkbox"/> EVT-00011	RESERVATION	RESERVATION_CREATION
<input type="checkbox"/> EVT-00015	RESERVATION	RESERVATION_DELETED

2 **Add New** **Delete**