

Notification bells



Important e-mails are sometimes lost in the crowd and overlooked by editors. This is especially true for e-mails outside of the workflow, dealing with particular cases etc. Notifications are here to prevent this! Nestor tracks e-mails tagged as "important" and highlights them in the recipient interface.

- In the home page, editors will retrieve important e-mails they have received via the notifications menu:

The screenshot shows the Nestor EDP Sciences interface. On the left is a dark blue sidebar with a menu. A blue arrow points to the 'Notifications' option, which has a red badge with the number '6'. The main content area is titled 'NOTIFICATIONS' and displays a list of notifications. Each notification entry includes an article ID, the sender, the recipient (Dr. Anny Poumo), the subject, the date, and a red bell icon indicating it is important.

Article ID	Sender	Recipient	Subject	Date	Status
jeos20220006					
Prof. Paul Sapin	→	Dr. Anny Poumo	jeos20220006 - Urgent!!	16/02/2022	Important
jeos20220010					
Dr. Admin EDP	→	Dr. Anny Poumo	jeos20220010 - Please have a look	01/06/2022	Important
jeos20220022					
Dr. Admin EDP	→	Dr. Anny Poumo	jeos20220022 - An article has been...	11/05/2022	Important
jeos-rp20220043					
Dr. Jean Maison	→	Dr. Anny Poumo	About cover pages...	28/04/2023	Important
Dr. Jean Maison	→	Dr. Anny Poumo	Cover pages..	28/04/2023	Important
jeos-rp20220051					
Dr. Admin EDP	→	Dr. Anny Poumo	jeos-rp20220051 - An article has b...	15/03/2023	Important

- In each article, they will retrieve them in the message history:

Message history on this version



Nestor	→ Prof. Paul Sapin	jeos20220006 - Revision reminder	16/02/2022	
Mr. Fred TE-botany	→ Prof. Paul Sapin	jeos20220006 - Revision requested	16/02/2022	
Dr. Anny Poumo	→ Mr. Fred TE-botany	jeos20220006 - An article has been assigned to you	16/02/2022	
Dr. Anny Poumo	→ Prof. Paul Sapin	jeos20220006 - Article registration complete	16/02/2022	
Prof. Paul Sapin	→ Dr. Anny Poumo	jeos20220006 - An article has been assigned to...	16/02/2022	
Nestor	→ Prof. Paul Sapin	jeos20220006 - Acknowledgement of receipt	09/02/2022	

Setting up notification bells

Automatic notification bells

Nestor can tag an e-mail as "important" as soon as the mail is sent. To do so, the template must be configured accordingly:


EDIT E-MAIL TEMPLATE

E-mail event

MESSAGE FROM EDITOR TO EDITOR

Name
(max 200 characters)

Cover letter from author

Field rules

+ Add rule

To editor
☒

Also notify editor(s) in Nestor
If enabled, a notification will also be displayed in the recipient's interface
☒


Sender

System

Recipient CC

Recipient CCI

In this example:

- when the editorial office sends this message to an editor
- then, this message will be tagged with a bell in the recipient editor interface (in the message history).

Manual notifications

Regardless of the template configuration, notification bells can be set up manually on specific e-mails, when needed.

Note that an editor can see and uncheck important mails **if he/she is the recipient**. He cannot visualize/uncheck notification bells on other e-mails (to other users). For example below, connected as Phil Palaeon, checking the message history of article jeos20220021. We observe notification bells appear only if I am the recipient:

Nestor	→ Dr. Jack Rea	jeos20220021 Referee report acknowledgement of r...	13/06/2022
Nestor	→ Prof. Phil Palaeon	jeos20220021 - Referee agrees to review	13/06/2022 
Prof. Phil Palaeon	→ Dr. Jack Rea	jeos20220021 - Referee invitation for JEOS	13/06/2022
Nestor	→ Dr. Jack Rea	JEOS - Thanks for your feedback	13/06/2022
Prof. Phil Palaeon	→ Dr. Jack Rea	jeos20220021 - Acknowledgement of cancellation	13/06/2022
Nestor	→ Prof. Phil Palaeon	jeos20220021 - Referee declines to review	13/06/2022 
Nestor	→ Prof. Phil Palaeon	jeos20220021 - Report received	13/06/2022 
Nestor	→ Dr. Lingling Guo	jeos20220021 Referee report acknowledgement of r...	13/06/2022
Nestor	→ Prof. Phil Palaeon	jeos20220021 - Referee agrees to review	13/06/2022 

Profile right: access to all notifications

The right below allows the editorial office to have complete control over every user notifications in the journal:

EDIT EDITOR PROFILE - EDITORIAL ASSISTANT

General settings

Article workflow rights

Article information visibility

NAME

Editorial assistant

JOURNAL MANAGEMENT RIGHTS

☒ Has global journal access

This right should be limited to EICs and Editorial Offices. If enabled, the editor may access all articles (except articles where he is author or co-author). If disabled, the editor may only access articles where he is assigned. Trying to access an unassigned article will redirect the editor to a warning.

☒ Allow access to personal articles

Disabled by default. If enabled, the editor may search, access and manage his own authored submissions as editor

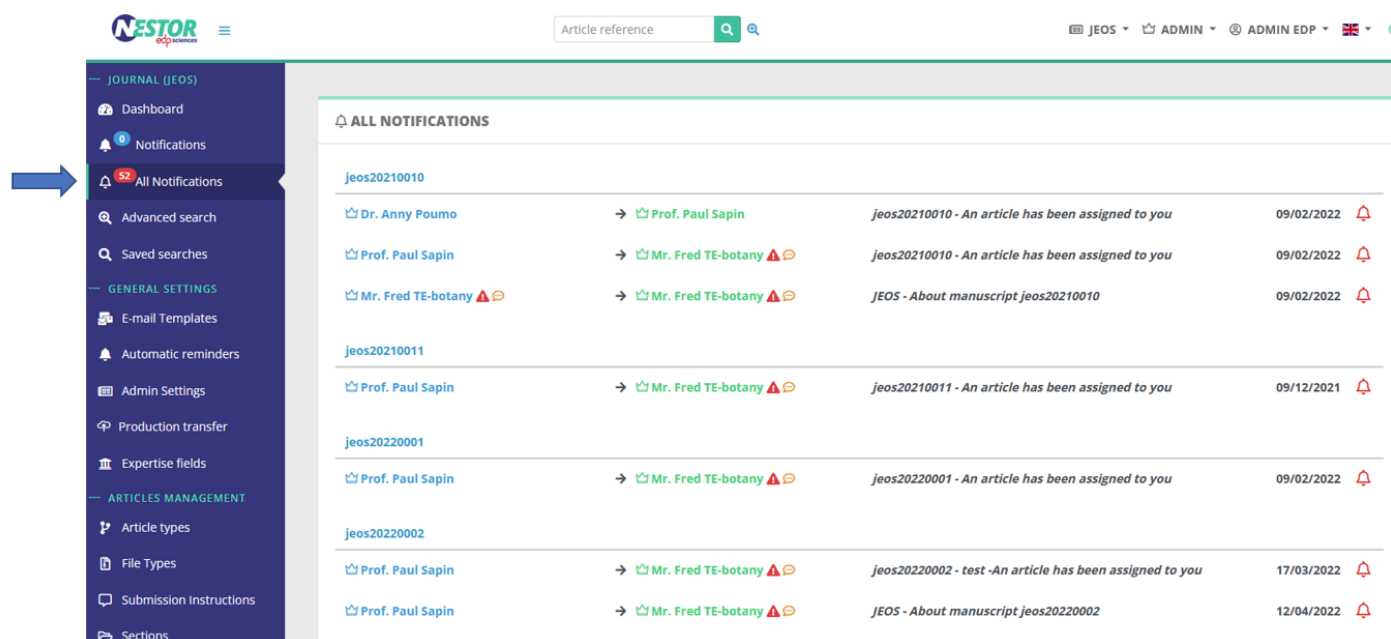
☒ Manage journal configuration

Can configure article types, sections, topical issues, questionnaires, keywords, file types, mail templates, reminders, editorial board

☒ Has access to all journal notifications

If enabled, the editor will be able to see other editor's notifications (quick access from dashboard + on each article)

- First, this right unlocks a special view on all active notifications in the journal (regardless of the recipient)



Article reference

JEOS ADMIN ADMIN EDP

ALL NOTIFICATIONS

Jeos20210010				
Dr. Anny Poumo	→ Prof. Paul Sapin	jeos20210010 - An article has been assigned to you	09/02/2022	
Prof. Paul Sapin	→ Mr. Fred TE-botany	jeos20210010 - An article has been assigned to you	09/02/2022	
Mr. Fred TE-botany	→ Mr. Fred TE-botany	JEOS - About manuscript jeos20210010	09/02/2022	
Jeos20210011				
Prof. Paul Sapin	→ Mr. Fred TE-botany	jeos20210011 - An article has been assigned to you	09/12/2021	
Jeos20220001				
Prof. Paul Sapin	→ Mr. Fred TE-botany	jeos20220001 - An article has been assigned to you	09/02/2022	
Jeos20220002				
Prof. Paul Sapin	→ Mr. Fred TE-botany	jeos20220002 - test - An article has been assigned to you	17/03/2022	
Prof. Paul Sapin	→ Mr. Fred TE-botany	JEOS - About manuscript jeos20220002	12/04/2022	

- Second in the message history, the Editorial Office can check/uncheck any mail deemed important (even when the EO is not recipient):

✉ Message history on this version				👁
👤 Nestor	→ 👤 Dr. Jack Rea	jeos20220021 Referee report acknowledgement of r...	13/06/2022	🔔
👤 Nestor	→ 👑 Prof. Phil Palaeon	jeos20220021 - Referee agrees to review	13/06/2022	🔔
👑 Prof. Phil Palaeon	→ 👤 Dr. Jack Rea	jeos20220021 - Referee invitation for JEOS	13/06/2022	🔔
👤 Nestor	→ 👤 Dr. Jack Rea	JEOS - Thanks for your feedback	13/06/2022	🔔
👑 Prof. Phil Palaeon	→ 👤 Dr. Jack Rea	jeos20220021 - Acknowledgement of cancellation	13/06/2022	🔔

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