

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 interface. On the left, a dark blue sidebar contains a menu with the following items: JOURNAL (JEOS), Dashboard, Notifications (highlighted with a blue arrow and a red notification bell icon with the number 6), Advanced search, Saved searches, SUPPORT, Need help, and EDP Sciences. 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.

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

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

Message history on this version



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

Name
(max 200 characters)

Field rules

MESSAGE FROM EDITOR TO EDITOR

Cover letter from author

+ 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)

The screenshot shows the NESTOR system interface. The left sidebar menu is visible, with 'All Notifications' highlighted by a blue arrow. The main content area displays a table of notifications under the heading 'ALL NOTIFICATIONS'. The table lists notifications for various articles, including their recipients, the notification text, and the date.

Article Reference	Recipient	Notification Text	Date	Icon
jeos20210010	Dr. Anny Poumo	→ Prof. Paul Sapin	09/02/2022	🔔
jeos20210010	Prof. Paul Sapin	→ Mr. Fred TE-botany	09/02/2022	🔔
jeos20210010	Mr. Fred TE-botany	→ Mr. Fred TE-botany	09/02/2022	🔔
jeos20210011	Prof. Paul Sapin	→ Mr. Fred TE-botany	09/12/2021	🔔
jeos20220001	Prof. Paul Sapin	→ Mr. Fred TE-botany	09/02/2022	🔔
jeos20220002	Prof. Paul Sapin	→ Mr. Fred TE-botany	17/03/2022	🔔
jeos20220002	Prof. Paul Sapin	→ Mr. Fred TE-botany	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	

Revision #12

Created 11 May 2023 07:24:04 by Nestor

Updated 6 June 2023 13:05:01 by Nestor