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EQUELLA Features Guide

Version 6.5

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EQUELLA 6.5 features overview

This guide provides an overview of the features released in EQUELLA 6.5.

General features include:

- **Manage resources filters** – new filters to display items with no owner and items with bad URLs.
- **File attachment control change** – implementation of an enhanced User Interface for the upload of files during contribution. Users can now drag and drop or upload files straight from the wizard page rather than going through another series of pages to achieve the same result.

EQUELLA 6.5 also focuses on the enhancement of the **Workflow** module, and includes both improvements to current features and new features, as follows:

- **Moderation page** – redesigned User Interface for better process flow and improved viewing of comments.
- **My tasks page** – additional sorting options, enhanced results display to sort tasks based on assignment and priority relevance, the ability to select multiple tasks and approve or reject the selection in one action (based on permissions). Additionally, the ability to make a selection then sequentially process the task in the selection without returning to the My tasks page in-between.
- **Manage tasks page** – additional filtering options, the ability to select multiple tasks and approve or reject the selection in one action or assign selected tasks to a specific moderator.
- **Manage resources workflow bulk actions** – new actions to remove a selection of items from a workflow and move a selection of items from one workflow task to another task within the same workflow.
- **Workflow attachments** – The ability to attach files only relevant to the workflow during moderation, which are then saved and can be viewed as part of the workflow process.
- **Script task** – a new type of workflow task where a script can be added as a task that is run automatically once the preceding task is approved, and the item moved to the next task in the workflow once the script has run.
- **Notification templates** – enhanced notification templates with meaningful subject titles and body text.
- **Notification options** – the ability for users to configure which workflows from which they would like notifications. Additionally, contributors can choose if they would like to be notified when their items become 'live'.
- **Moderation page User Interface changes** – overhaul of the moderation page so workflow information is more clearly displayed, and Approve and Reject buttons appear in a more logical order.

General enhancements

Uploading files from the wizard page

EQUELLA 6.5 enables users to upload files directly from the contribution wizard page for attachments controls with the attachment type of **Files** enabled. This substantially reduces the number of clicks required to upload a file.

Any contribution wizard with a current Attachments control which allows files to be uploaded will automatically display a file upload area on the wizard page after upgrading to EQUELLA 6.5.

Files can be dragged and dropped straight onto the wizard page. Alternatively, a click anywhere in the drag and drop box will open a file selection dialog.

An example of a contribution wizard page with a File attachment control is shown in Figure 1.

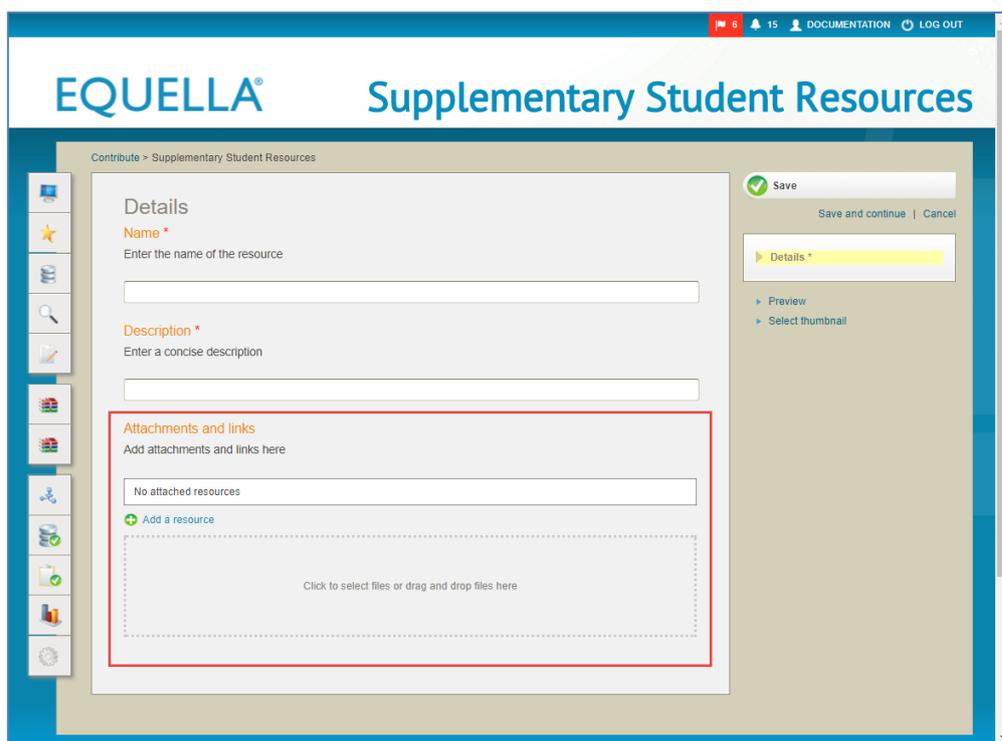


Figure 1 Contribution wizard page with Attachments control

Uploading files

Files and packages (e.g. *SCORM packages*, *zip files*) can be uploaded then file display names and default viewers can be edited if required.

To upload files using from the contribution wizard page

1. From a contribution wizard page with an *Attachments control* that has the **Files** attachment type enabled either:

- a. drag the required file/s and drop them within the outline of the drag and drop box. An example is shown in Figure 2.

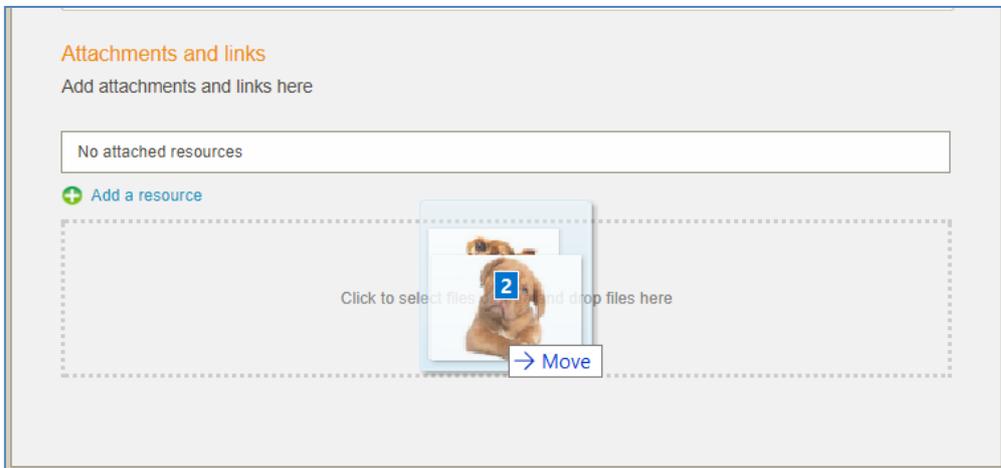


Figure 2 Files being dropped into drag and drop box

or,

- b. click anywhere in the drag and drop box to open the selection dialog to navigate to and select the required files. An example is shown in Figure 3.

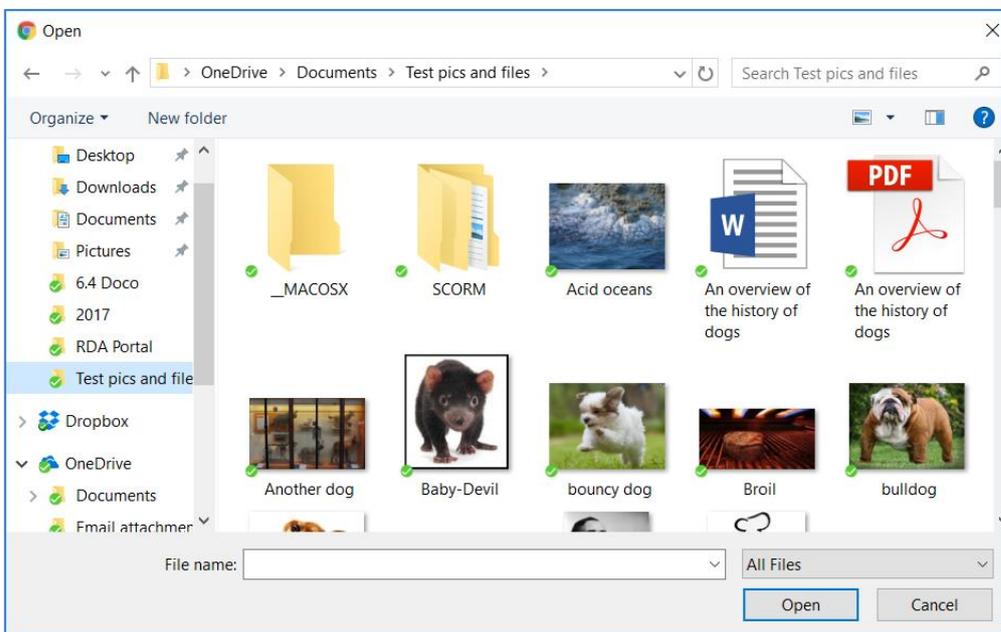


Figure 3 File selection dialog

The file/s upload and display above the drag and drop box. An example is shown in Figure 4.

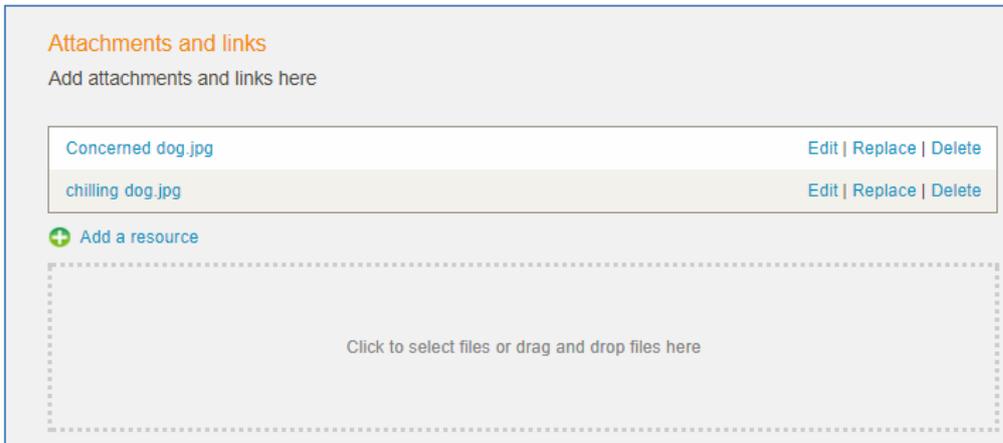


Figure 4 Attachment control with uploaded files

Use the **Edit** link to change a file's display name or default viewer.

Zip file options

Use the **Edit** link to unzip a zip file. An example is shown in Figure 5.

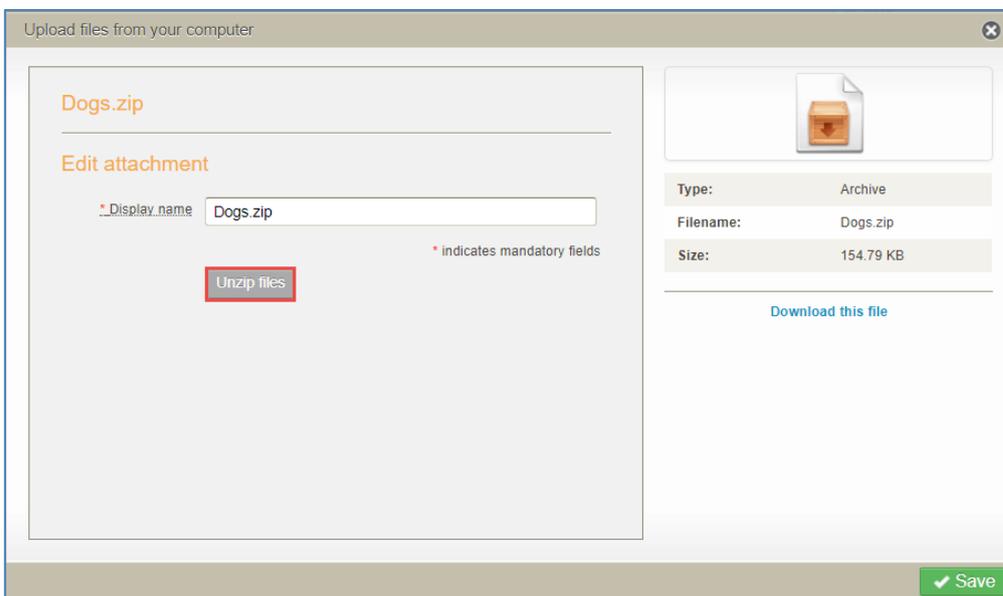


Figure 5 Edit attachment - Unzip files button

Click the Unzip files button to see further display options. An example is shown in Figure 6.

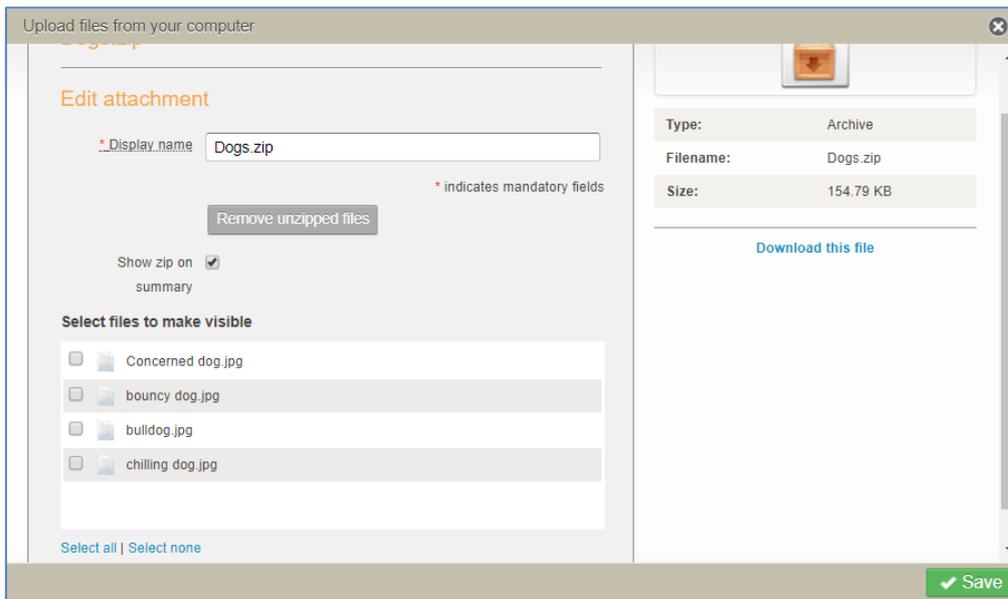


Figure 6 Edit attachment - zip file display options

Manage resources filters

Two new filters have been added to the *Manage resources* **Filter** tab to enable administrators to easily identify resources with no owners and those containing bad URLs. An example is shown in Figure 7.

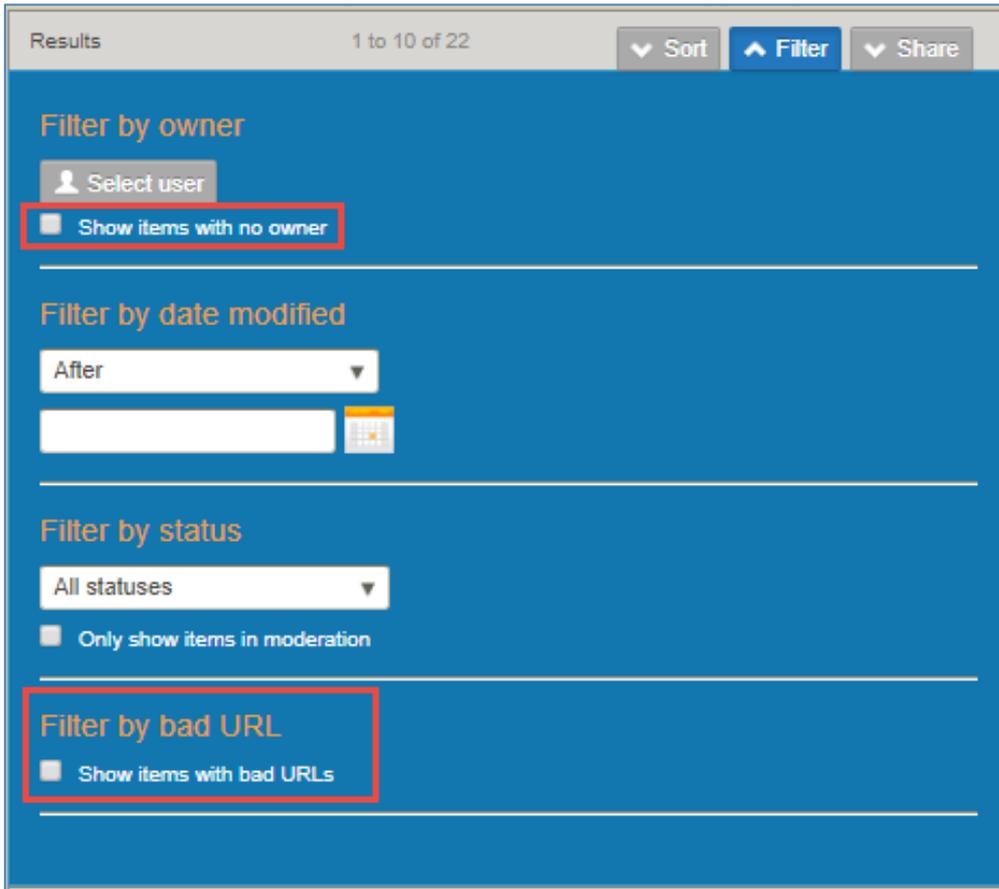


Figure 7 Manage resources Filter tab

Workflow enhancements

Moderation

The **Moderation** page has been redesigned so that the processes flow in a more logical order for moderators, and to improve the ease of viewing workflow comments.

An example of the new Moderation page is shown in Figure 8.

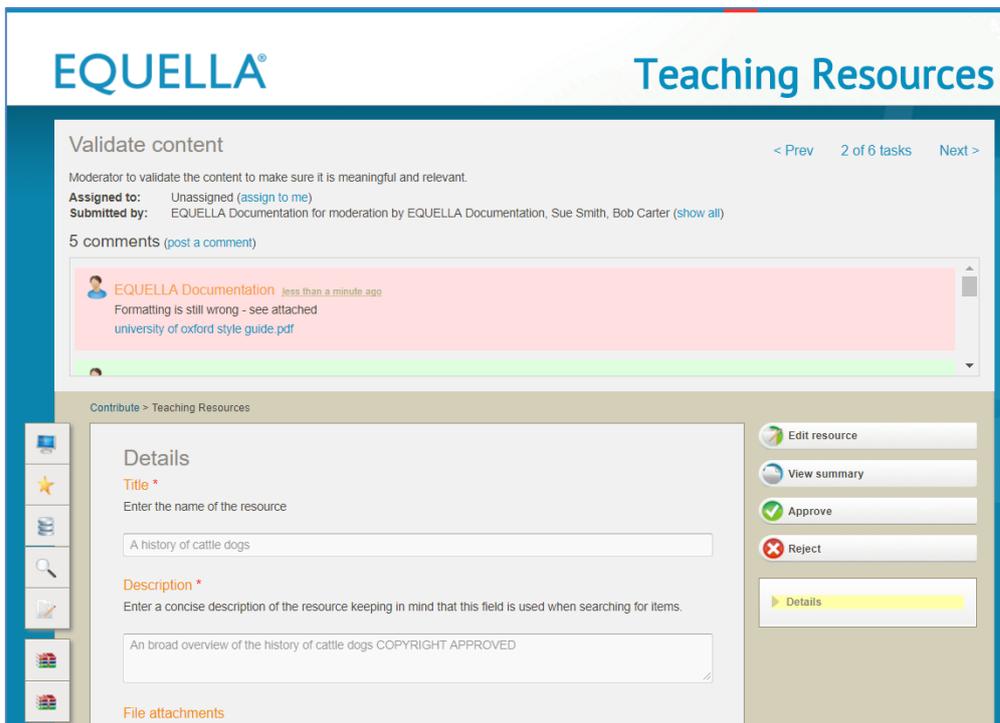


Figure 8 Moderation page

Workflow task details

The top area of the page displays the workflow task details, including the **Task name**, **Task description**, **Assignment** details, **Submitted by** details and task navigation tools. An example is shown in Figure 9.



Figure 9 Moderation page - Task details section

Comments

Workflow **Comments** are now displayed in a separate scrollable area beneath the **X comments** label. Note that the scrollable comment area does not appear if there are no comments. An example is shown in Figure 10.



Figure 10 Moderation page - Comments section

Rejection comments display with a pink background and approval comments display with a green background.

Click the **post a comment** link to open the **Post a comment** dialog to add new comment. An example is shown in Figure 11.

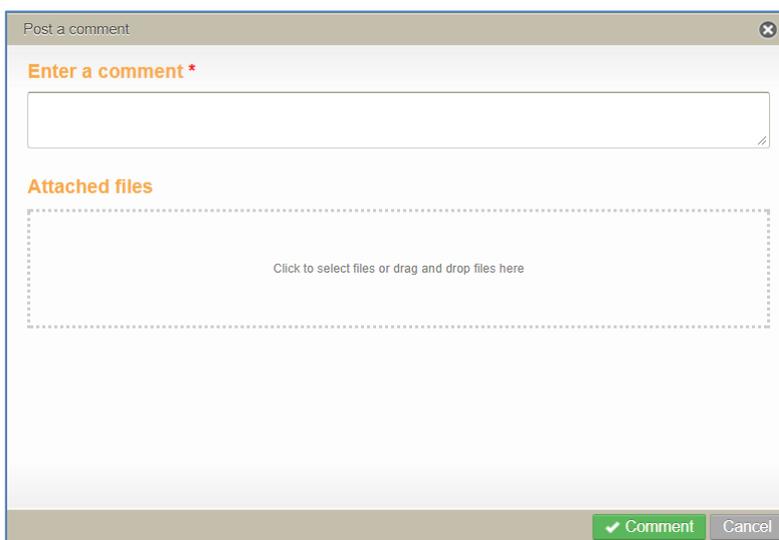


Figure 11 Post a comment dialog

Approve & Reject buttons

As many moderation tasks involve viewing and/or editing resources, the **Approve** and **Reject** buttons have been moved underneath the **Edit resource** and **View summary** buttons. An example is shown in Figure 12.

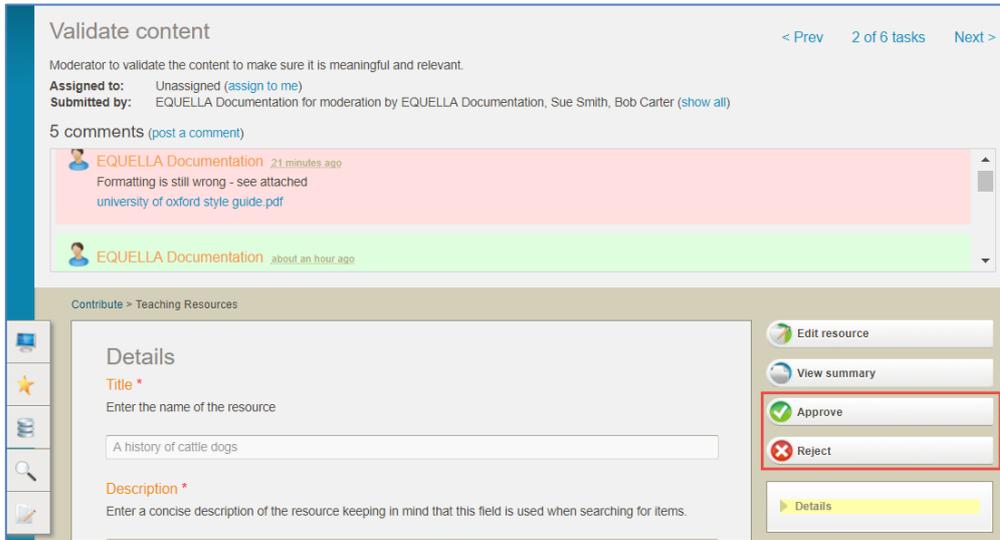


Figure 12 Moderation page - Approve and Reject buttons

Approving and rejecting tasks

When the **Approve** or **Reject** buttons are selected, the relevant dialog opens to complete the task action. Examples of the **Approve** task and **Reject** task dialogs are shown in Figure 13 and Figure 14.

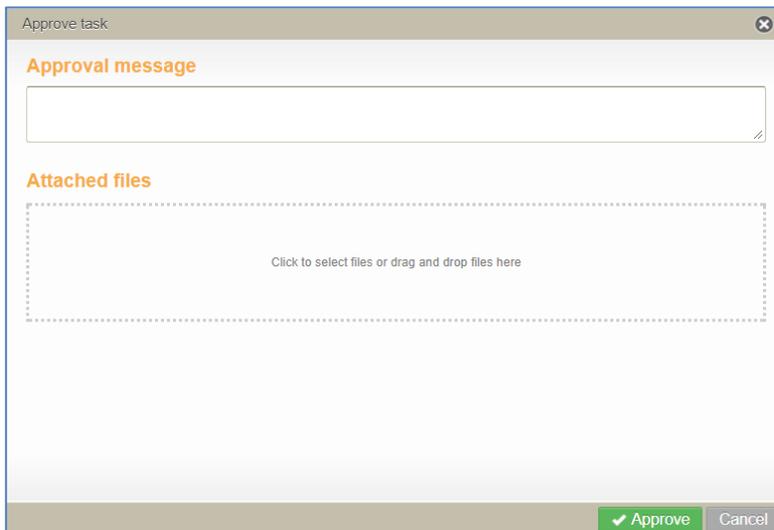


Figure 13 Approve task dialog

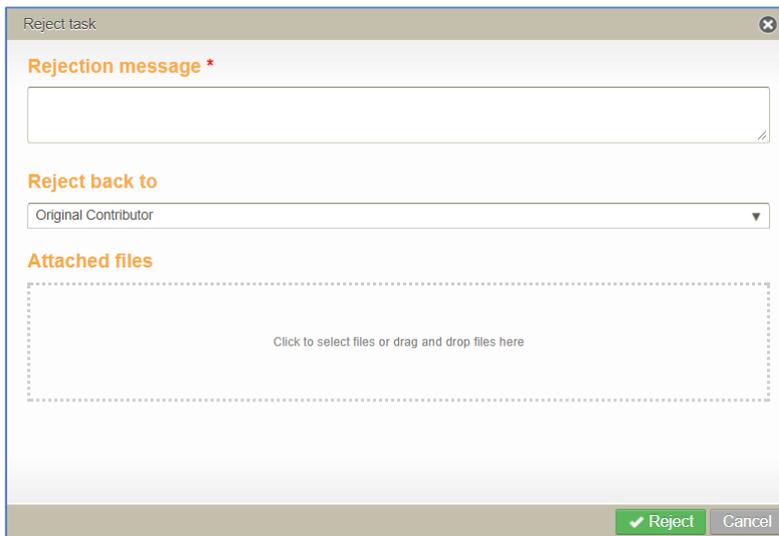


Figure 14 Reject task dialog

My tasks

My tasks lists any tasks that may be moderated by the logged in user. The **My tasks** page is accessed by selecting the **Tasks** icon at the top-right of any EQUELLA page.

A number of features and enhancements have been introduced to the **My tasks** page in EQUELLA 6.5.

Default sort order

On opening the **My tasks** page, the tasks now display based on the **priority** set for the task (*High, Normal or Low*), **Assignee** (*Assigned to me, Unassigned then Assigned to other*) then **Moderating since** time.

Tasks display in the following order:

- Tasks where the priority is set to **High** AND assigned specifically to the logged in user.
- Tasks where the priority is set to **High** and unassigned.
- Tasks where the priority is set to **High** and assigned to another moderator.
- Tasks where the priority is set to **Normal** AND assigned specifically to the logged in user.
- Tasks where the priority is set to **Normal** and unassigned.
- Tasks where the priority is set to **Normal** and assigned to another moderator.
- Tasks where the priority is set to **Low** AND assigned specifically to the logged in user.
- Tasks where the priority is set to **Low** and unassigned.
- Tasks where the priority is set to **Low** and assigned to another moderator.

Tasks where the priority is set to **High** display with an  icon.

Tasks assigned specifically to the logged in user display with an  icon.

An example of the **My tasks** page is shown in Figure 15.

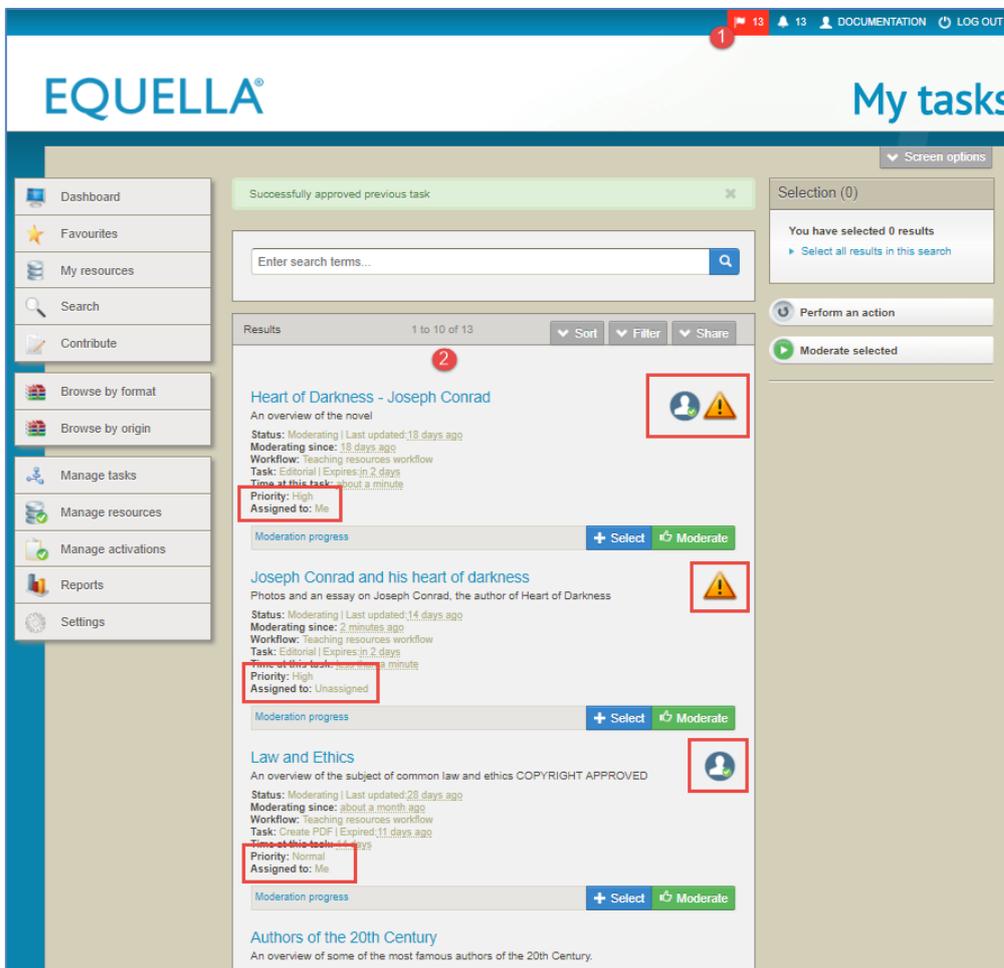


Figure 15 My tasks page - default sort order

Sort options

In addition to the existing sort options of *Priority (default)*, *Expiry date*, *Time waiting in task* and *Title*, **Assignee** and **Workflow** have been added.

- **Assignee** – sorts the results based on who has been assigned to the task (*Me*, *Unassigned* then *Assigned to other*).
- **Workflow** – if there are tasks from multiple workflows, sorts results in Workflow order (alphabetical).

An example of the My Tasks page Sort options is shown in Figure 16.

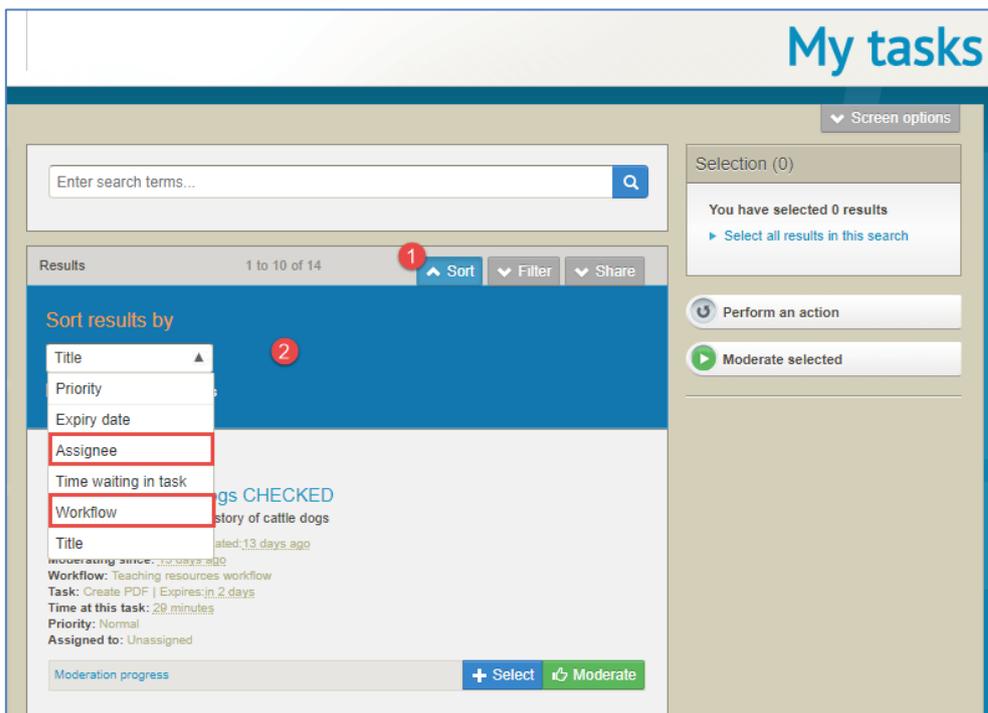


Figure 16 My tasks - Sort options

Filter options

In addition to the existing filter options of *Filter by assignment*, *Filter by collection*, *Filter by owner* and *Filter by date modified*, **Filter by status** has been added. This allows users to only view Rejected tasks if required.

An example of the My tasks page filter options is shown in Figure 17.

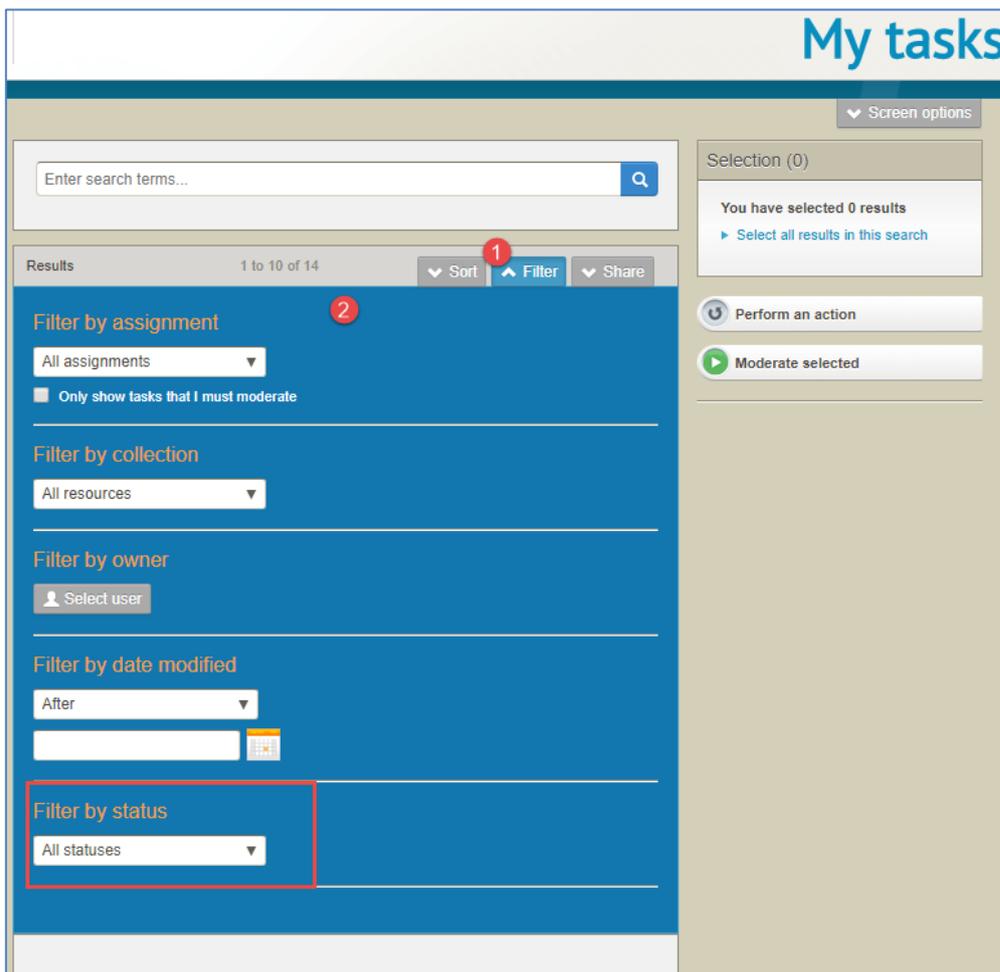


Figure 17 My tasks - filter options

My tasks page design

The **My tasks** page has been redesigned to allow for the selection of multiple tasks to enable actions to be performed on the selection in a single process. Each task now has a **Select** and **Moderate** button. A **Selection** panel displays in the top right which enables the selection of all tasks within the current results or to view or unselect the tasks currently selected.

An example is shown in Figure 18.

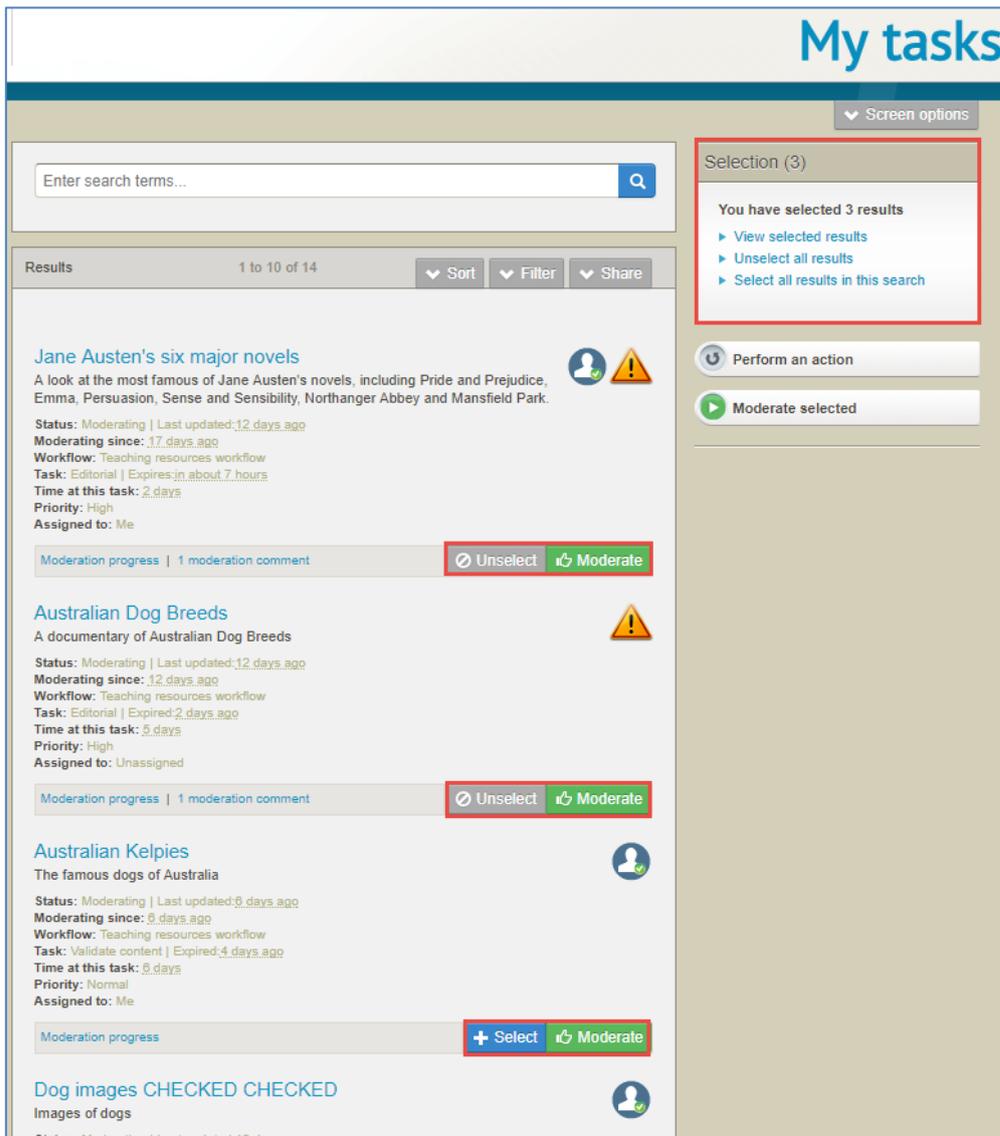


Figure 18 My tasks - new Select buttons and Selection panel

Bulk actions

Functions to allow suitably privileged moderators to approve or reject a selection of tasks from the My tasks page using a bulk action is now available. These actions require new privileges to be granted before they display.

New privileges

On the **Security Manager** page accessed from the *Administration Console*, two new privileges can be granted in the **Workflows** section:

- **APPROVE_BULK_TASKS** – allows granted users to approve multiple tasks in one action.
- **REJECT_BULK_TASKS** – allows granted users to reject multiple tasks in one action.

An example is shown in Figure 19.

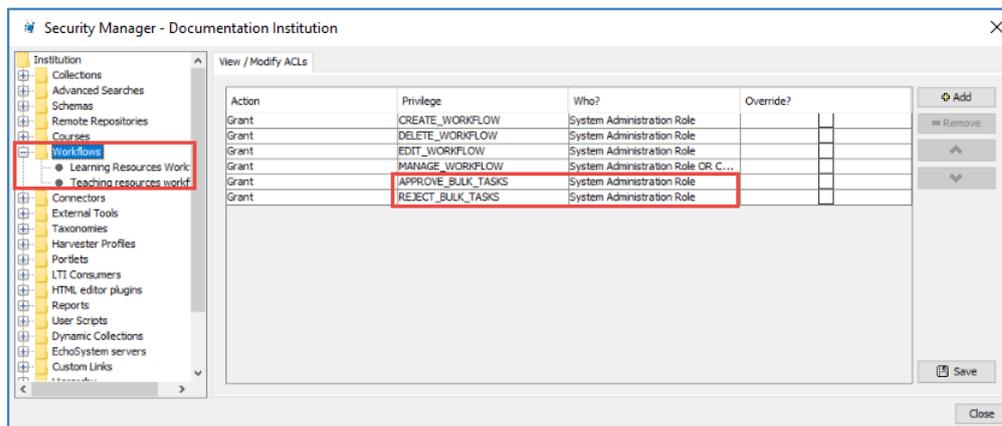


Figure 19 Security Manager - new Workflows privileges

Approving or rejecting a selection of tasks

Multiple tasks can be selected then approved or rejected in one action. A single moderation comment can be recorded and will be stored in the moderation history for each task moderated in the bulk action.

To approve or reject a selection of tasks

1. From the **My tasks** page, select the tasks to be approved or rejected.
2. From the right-hand panel, select the **Perform an action** button. An example is shown in Figure 20.

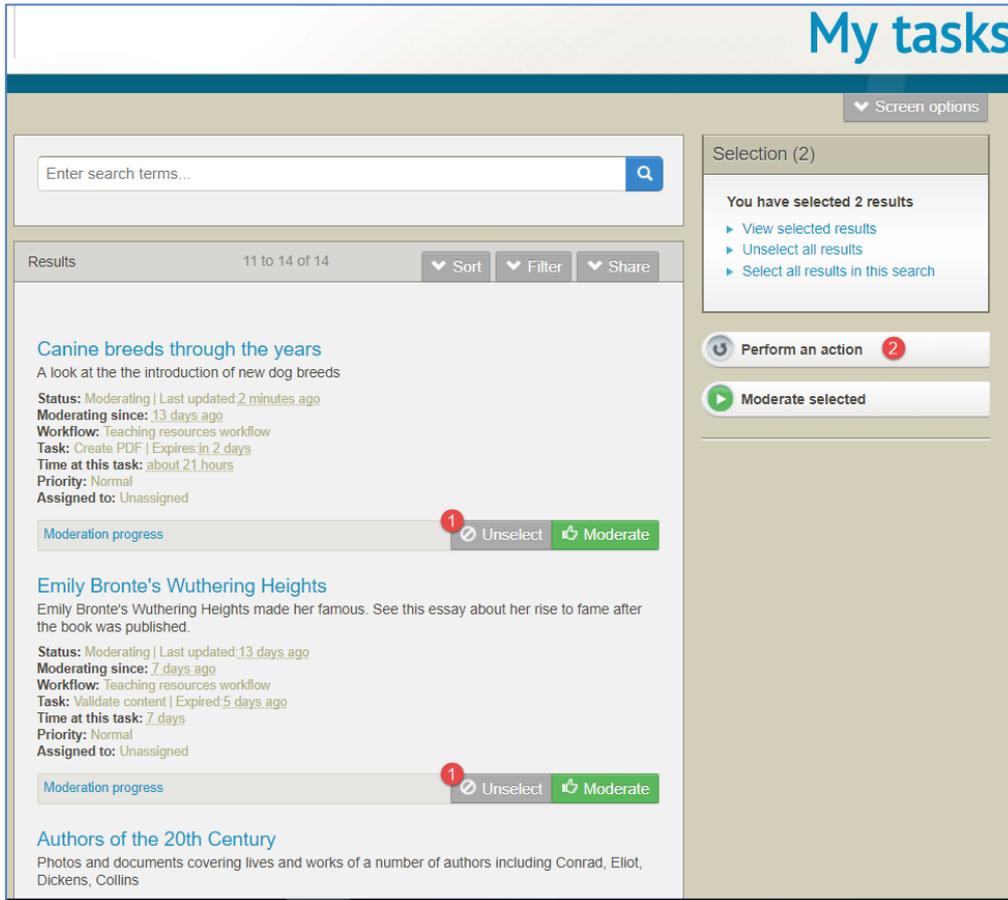


Figure 20 My tasks - Perform an action

The **Bulk actions** dialog displays. An example is shown in Figure 21.

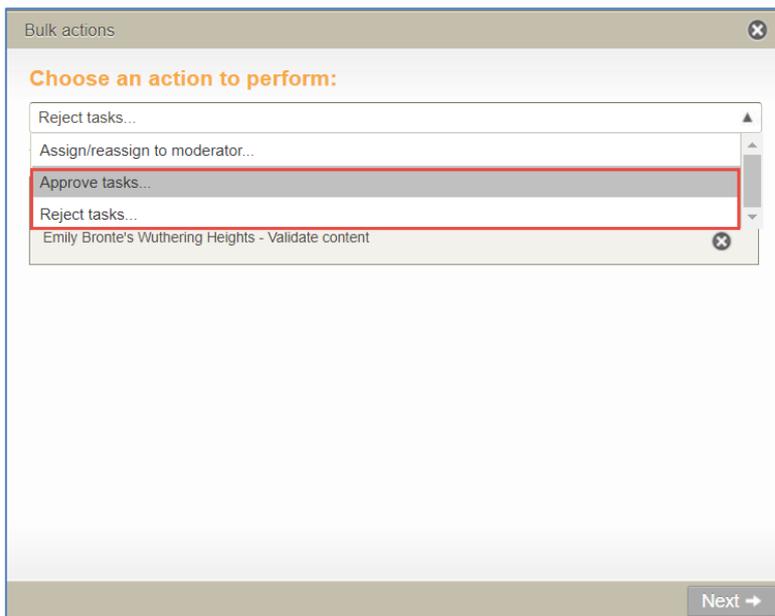


Figure 21 My tasks - Bulk actions dialog

3. Select **Approve tasks** or **Reject tasks** from the Bulk actions dropdown and click **Next**.
4. **Enter an optional approval message** or **Enter your rejection message** (mandatory) in the dialog's text box, noting that this message will appear in the moderation history for each selected task. An example with an approval message is shown in Figure 22.

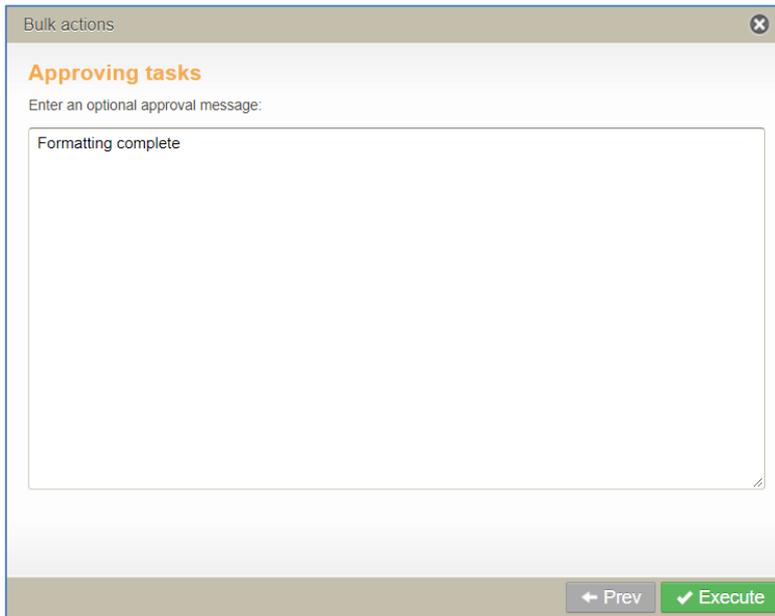


Figure 22 My tasks Bulk actions - Approving tasks comment text box

5. Click **Execute** then **OK** to confirm. The selected tasks move to the next task in the workflow if approved, or move to the relevant rejection point if rejected.

The **Bulk actions** dialog confirms the selected tasks have been successfully processed. An example is shown in Figure 23.

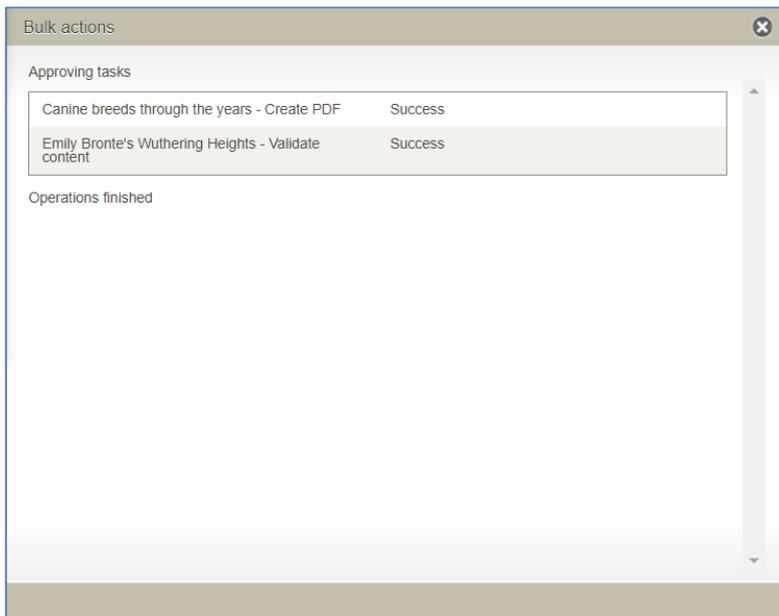


Figure 23 Bulk actions confirmation dialog

Sequential task processing

In EQUELLA versions prior to 6.5, when moderating tasks from the **My tasks** page, the moderator was returned to the **My tasks** page after processing each task. A new feature is introduced in EQUELLA 6.5 that allows moderators to select the tasks they wish to moderate, and move through and moderate them sequentially without returning to the My tasks page.

To moderate tasks sequentially

1. From the **My tasks** page, select the tasks to be moderated, then select the **Moderate selected** button. An example is shown in Figure 24.

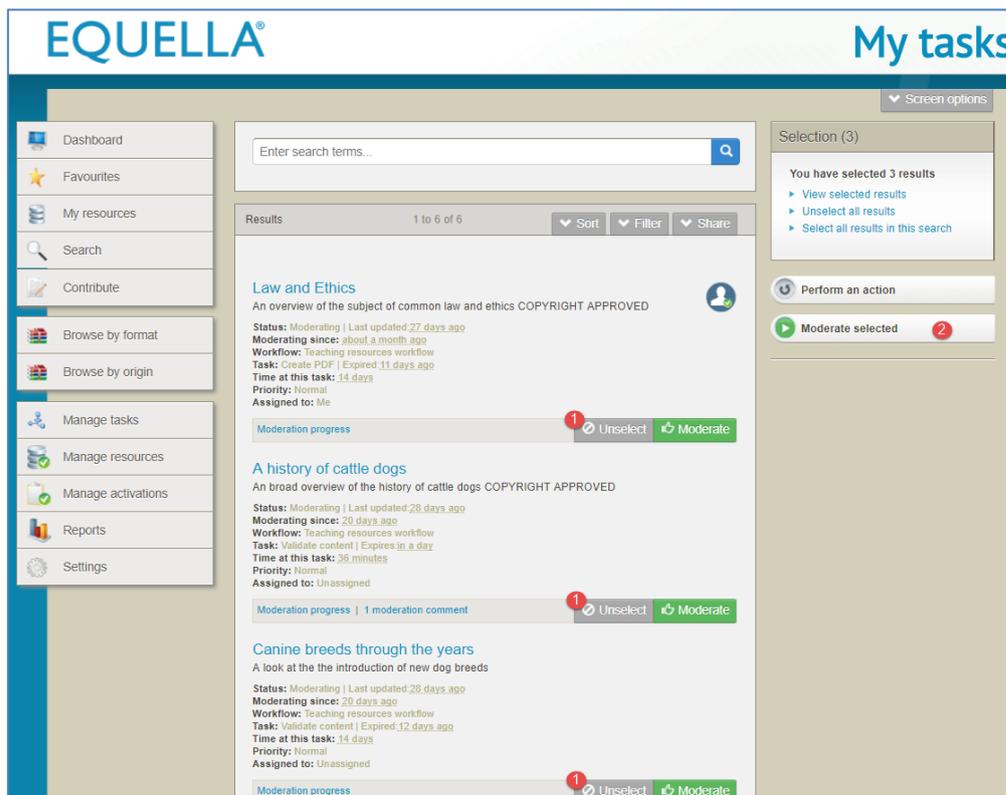


Figure 24 My tasks - Moderate selected

The **Moderation** page for the first task selected displays.

2. **Approve** or **Reject** the task to move to the Moderation page of the next task, and repeat the process until all the selected tasks are moderated. Once completed the My tasks page displays.

Manage tasks

The **Manage tasks** page displays all workflow tasks. Content and system administrators would typically be granted privileges to access this function to view moderation progress. The **Manage tasks** page is accessed by selecting the **Manage tasks** link from the navigation menu.

A number of features and enhancements have been introduced to the **Manage tasks** page in EQUELLA 6.5.

Sort options

In addition to the existing sort options of *Priority (default)*, *Expiry date*, *Time waiting in task* and *Title*, **Assignee** and **Workflow** have been added.

- **Assignee** – sorts the results based on who has been assigned to the task (*Username, Unassigned or Me*).

- **Workflow** – if there are tasks from multiple workflows, sorts results in Workflow order (alphabetical).

An example of the **Manage Tasks** page **Sort** options is shown in Figure 25.

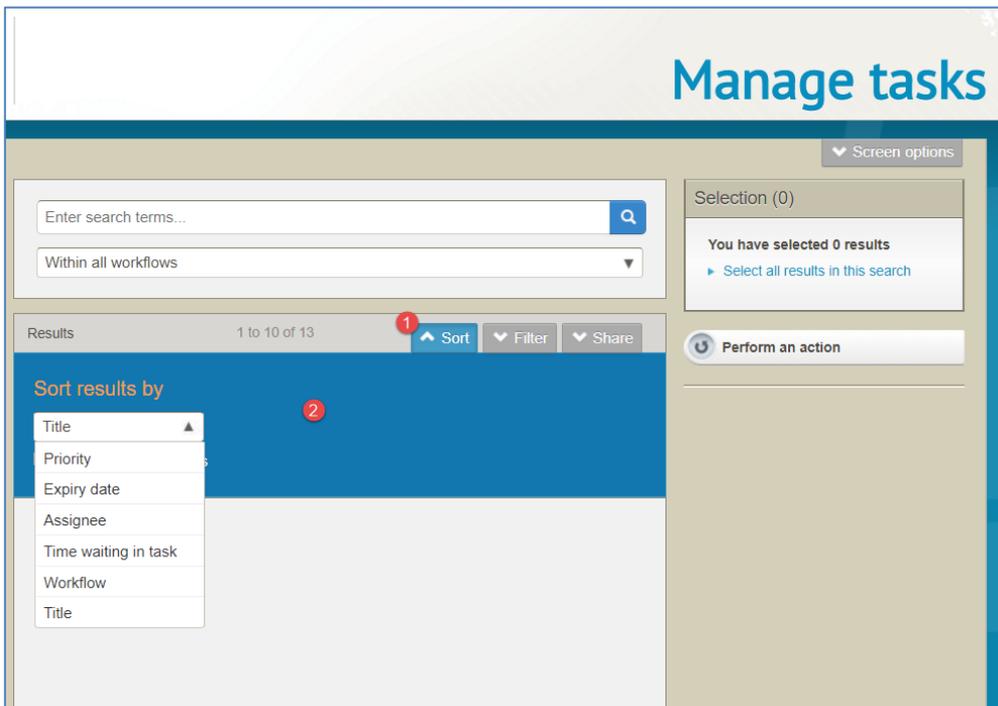


Figure 25 Manage tasks - Sort options

Filter options

In addition to the existing filter option of *Filter by moderator*, **Filter by assignee**, **Filter by collection**, **Filter by owner**, **Filter by date modified** and **Filter by status** have been added. This provides administrators with more granular filtering capabilities.

An example of the **Manage tasks** page filter options are shown in Figure 26.

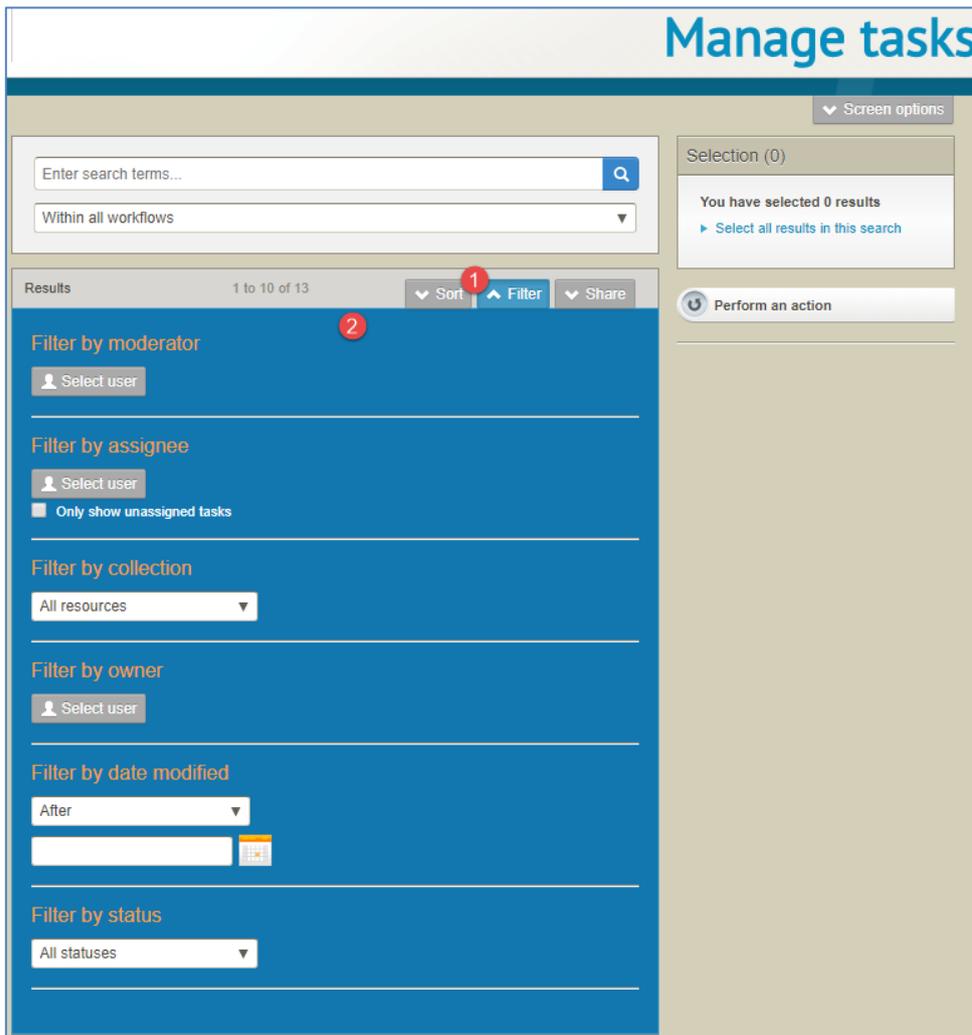


Figure 26 Manage tasks - filter options

- **Filter by moderator** – select a user to see all tasks that user can moderator.
- **Filter by assignee** – select a user to see all tasks that have been assigned specifically to that user.
- **Filter by collection** – select a collection to see all tasks in the workflow associated with that collection.
- **Filter by owner** – select a user to see all tasks related to resources in the workflow that are owned by that user.
- **Filter by date modified** – select date filters to see only tasks that fit the date criteria entered.
- **Filter by status** – this allows administrators to select a specific status (for example, *'Rejected'*) to view only tasks related to resources with that status.

Manage tasks page design

The **Manage tasks** page has been redesigned to allow for the selection of multiple tasks to enable actions to be performed on the selection in a single process. Each task now has a **Select** button. A **Selection** panel displays in the top right which enables the selection of all tasks within the current results or to view or unselect the tasks currently selected.

An example is shown in Figure 27.

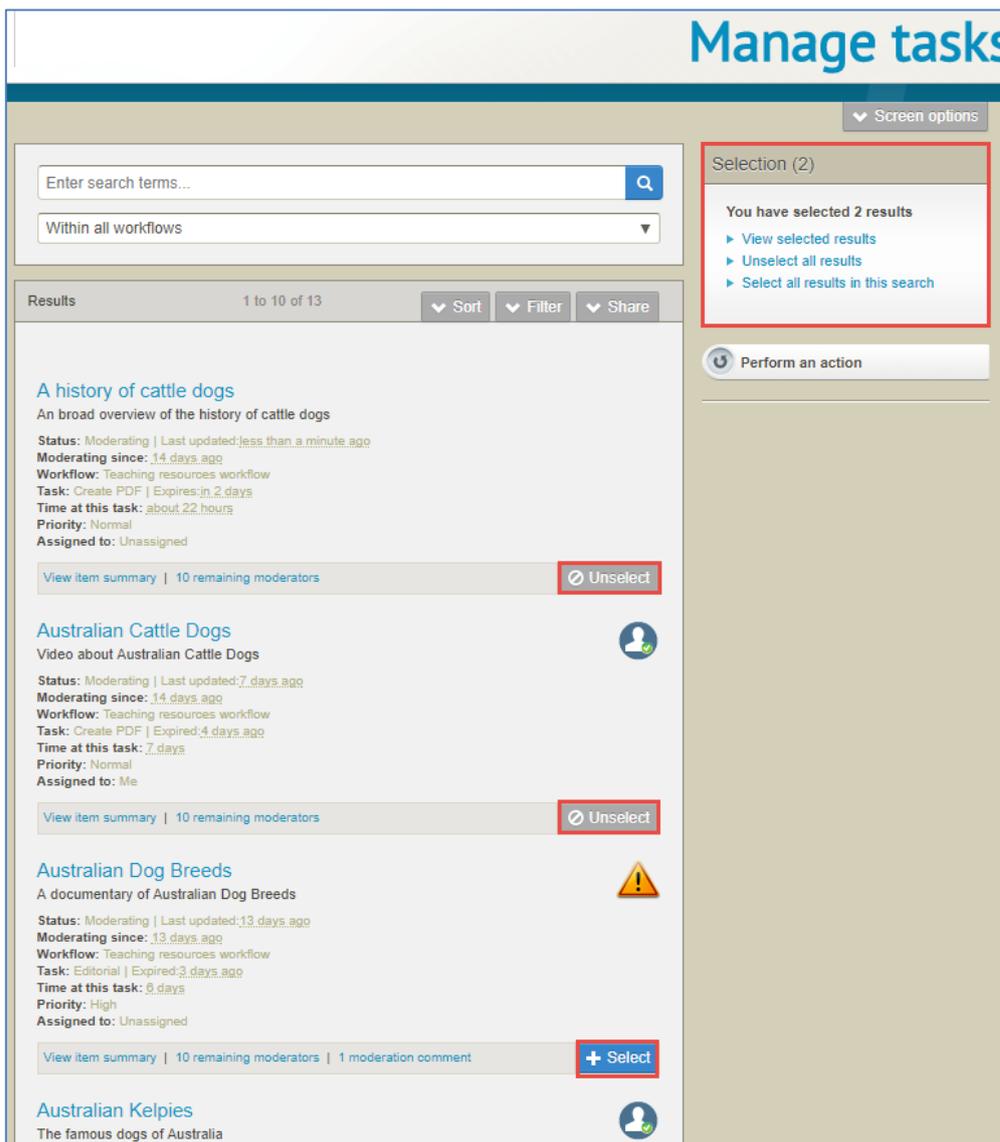


Figure 27 Manage tasks - new Select buttons and Selection panel

Bulk actions

All administrators who can access the **Manage tasks** page have access to a new function enabling them to assign multiple tasks to a specific moderator. Additionally, functions allowing suitably privileged administrators to approve or reject a selection of tasks from the **Manage tasks** page using

a bulk action is now available. These actions require new privileges to be granted before they display (see [New privileges](#) on page 17 **Error! Bookmark not defined.** for further information).

Assigning or reassigning a selection of tasks

Multiple tasks can be assigned to a specific moderator. For example, one moderator in a group of moderators might have more experience in a specific area, so an administrator can assign tasks with material relating to that area to that moderator. Or a moderator assigned to a group of tasks may be absent, so an administrator can reassign those tasks to an alternative moderator.

NOTE: *Only users who are allocated as moderators for a task on the Moderators tab in the Workflow Task Editor (in the Administration Console) can be assigned a task.*

To assign or reassign tasks to a specific moderator

1. From the **Manage tasks** page, select the tasks to be assigned.
2. From the right-hand panel, select the **Perform an action** button. An example is shown in Figure 28.

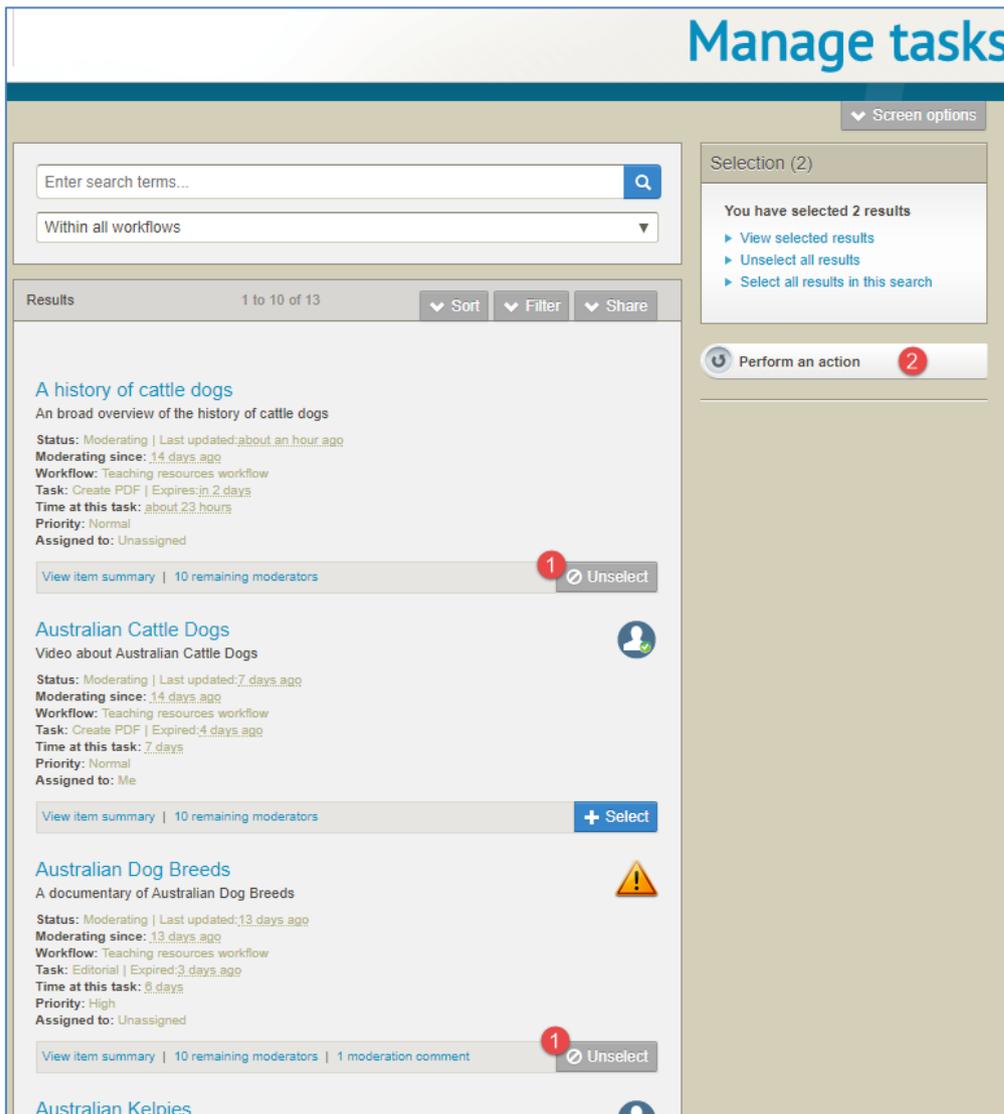


Figure 28 Manage tasks - Perform an action button

The **Bulk actions dialog** displays. An example is shown in Figure 29.

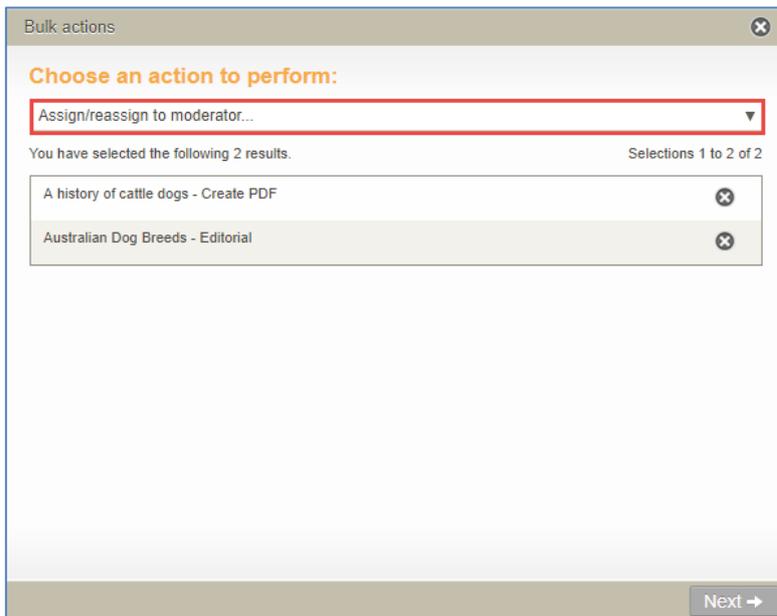


Figure 29 Manage tasks - Bulk actions dialog

3. Select **Assign/reassign to moderator** from the dropdown and click **Next**. The **Select assignee** dialog displays, as shown in Figure 30.

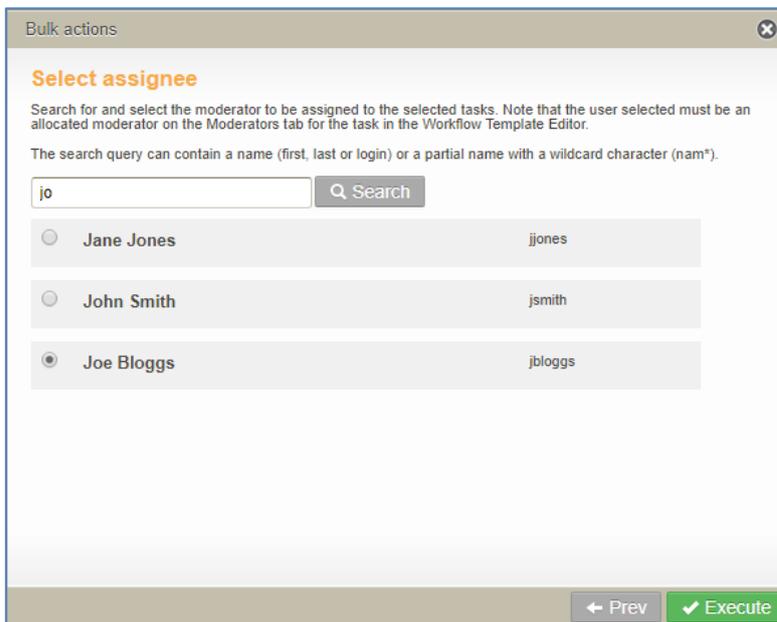


Figure 30 Manage tasks - Bulk actions - Select assignee dialog

4. Search for the required moderator, keeping in mind that the user selected must be an allocated moderator on the *Moderators* tab for the task in the *Workflow Template Editor*.
5. Click **Execute** then **OK** to confirm. The selected tasks are assigned to the selected moderator.
6. The **Bulk actions** dialog confirms the selected tasks have been successfully processed. An example is shown in Figure 31.

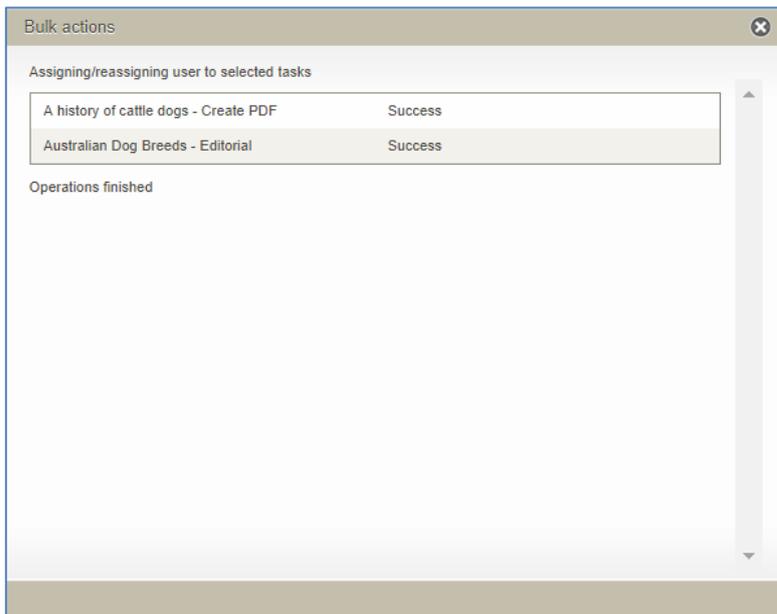


Figure 31 Bulk actions confirmation dialog

A notification is sent to the assignee to inform them of the task assignments.

Approving or rejecting a selection of tasks

Administrators with the relevant privileges granted (see [New privileges](#) on page 17) can select multiple tasks for approval or rejection in one action from the **Manage tasks** page. A single moderation comment can be recorded and will be stored in the moderation history for each task moderated in the bulk action.

To approve or reject a selection of tasks

1. From the **Manage tasks** page, select the tasks to be approved or rejected.
2. From the right-hand panel, select the **Perform an action** button. An example is shown in Figure 32.

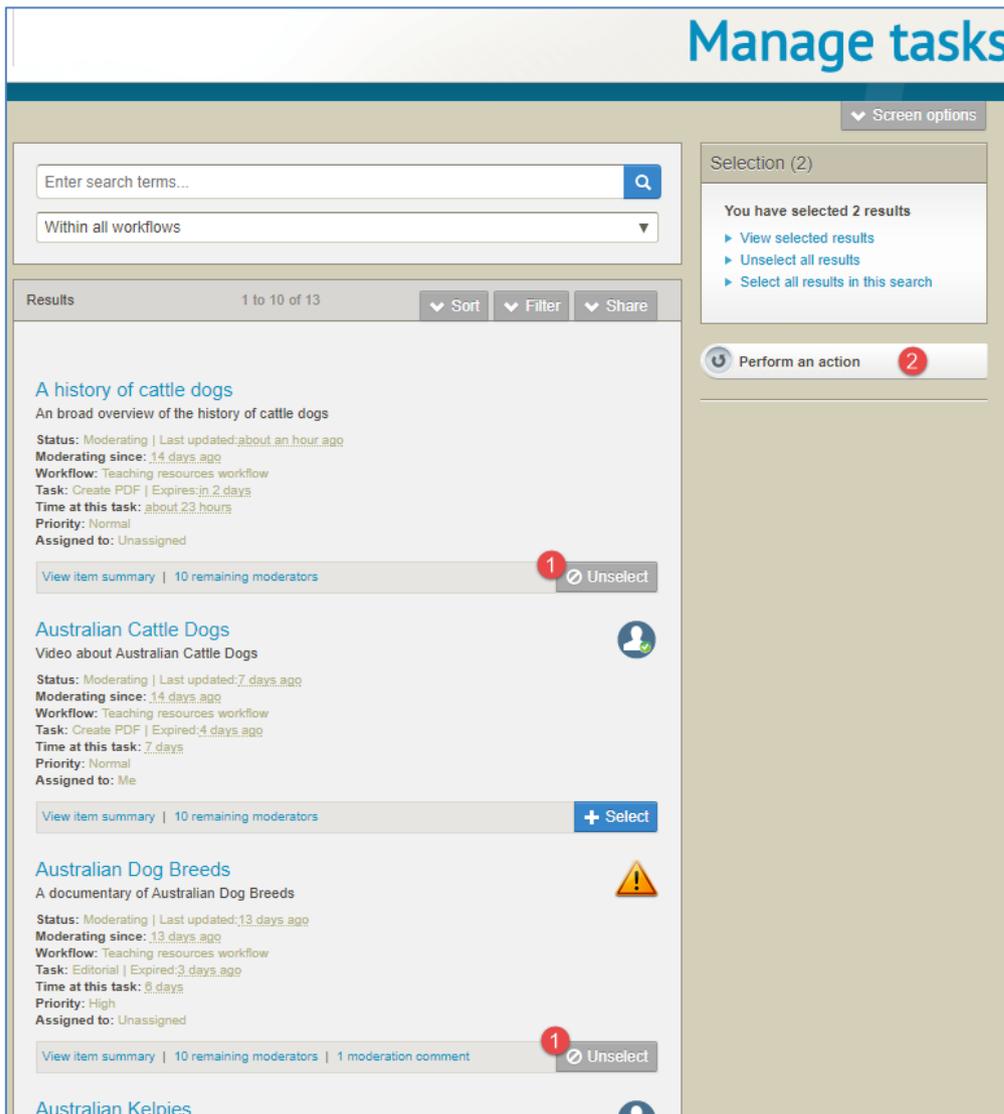


Figure 32 Manage tasks - Perform an action

The Bulk actions dialog displays. An example is shown in Figure 33.

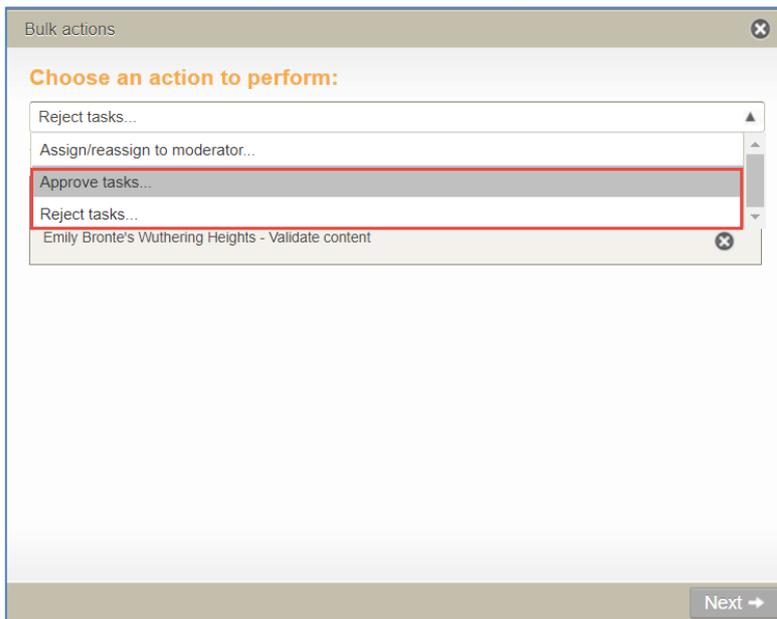


Figure 33 Manage tasks - Bulk actions dialog

3. Select **Approve tasks** or **Reject tasks** from the Bulk actions dropdown and click **Next**.
4. **Enter an optional approval message** or **Enter your rejection message** (mandatory) in the dialog's text box, noting that this message will appear in the moderation history for each selected task. An example with an approval message is shown in Figure 34.

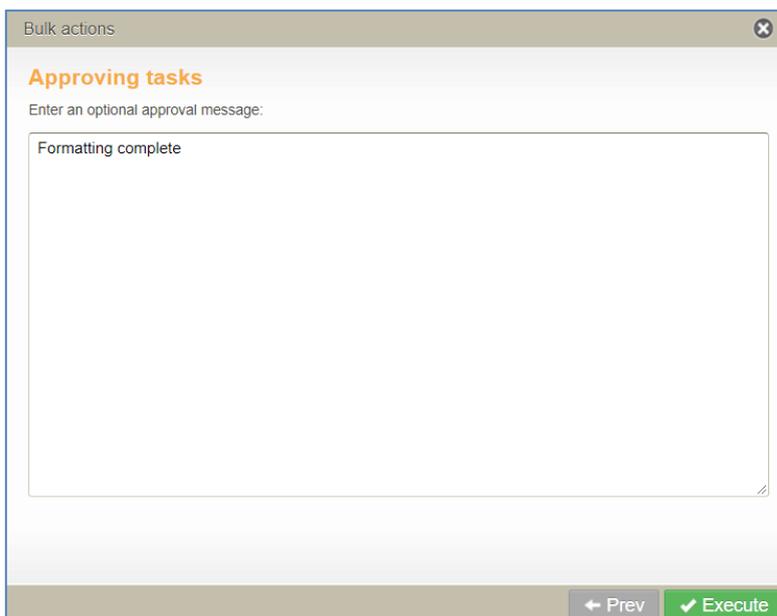


Figure 34 Manage tasks Bulk actions - Approving tasks comment text box

5. Click **Execute** then **OK** to confirm. The selected tasks move to the next task in the workflow if approved, or move to the relevant rejection point if rejected.

The **Bulk actions** dialog confirms the selected tasks have been successfully processed. An example is shown in Figure 35.

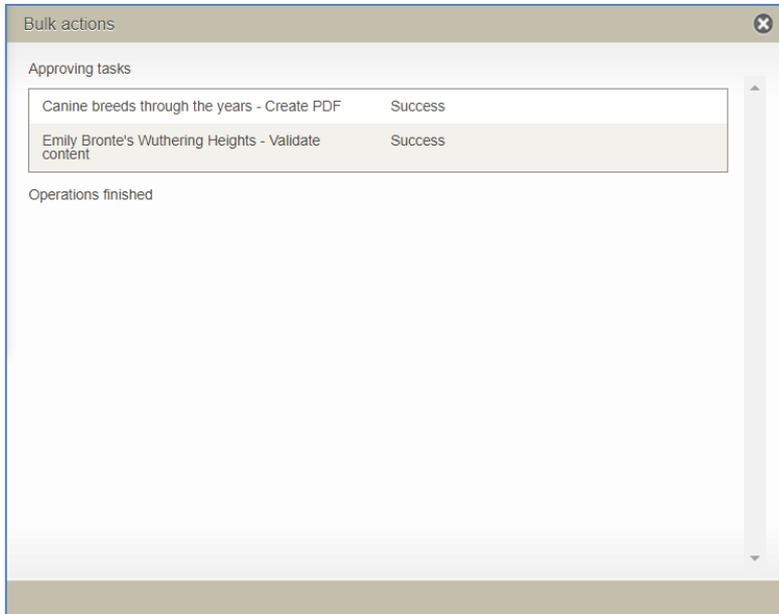


Figure 35 Bulk actions confirmation dialog

Manage resources workflow actions

The **Manage resources** page displays all resources. Content and system administrators would typically be granted privileges to access this function to manage resources. The **Manage resources** page is accessed by selecting the **Manage activations** link from the navigation menu.

A number of features and enhancements have been introduced to the **Manage tasks** page in EQUELLA 6.5.

Filter options

In addition to the existing filter options of *Filter by owner*, *Filter by date modified* and *Filter by status*, **Filter by workflow** and **Filter by workflow tasks** have been added. This provides administrators with more granular filtering capabilities.

An example of the **Manage resources** page filter options are shown in Figure 36.

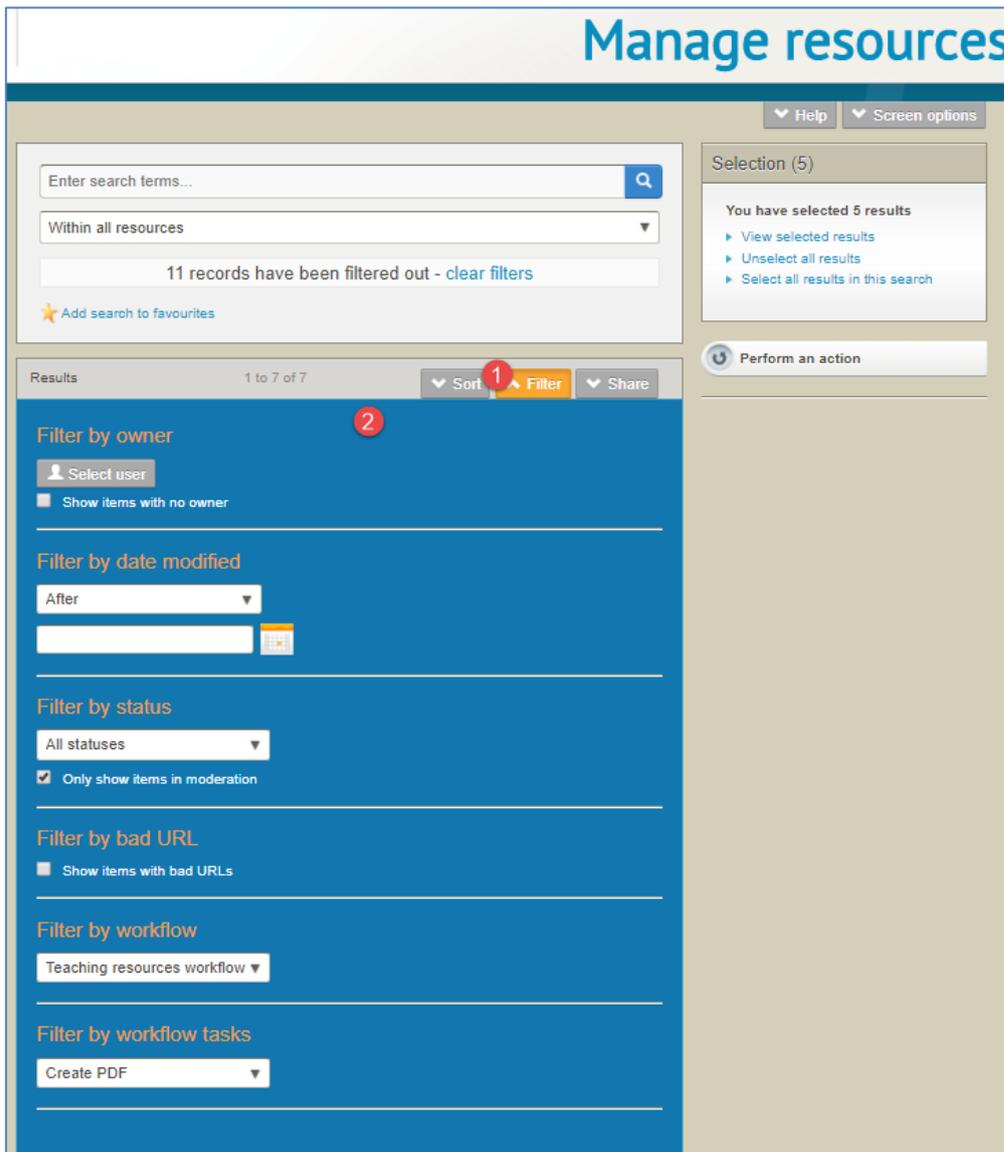


Figure 36 Manage resources - filter options

- **Filter by assignee** – select a user to see all tasks that have been assigned specifically to that user.
- **Filter by workflow** – this filter category displays only after the **Only show items in moderation** checkbox in the *Filter by status* category is selected. Select a workflow to display all resources that have a current task in the selected workflow.
- **Filter by workflow task** – this filter category displays only after a workflow has been selected in the *Filter by workflow* category. Select a workflow task to display all resources that have a selected workflow task.

Bulk actions

Two new functions related to workflow have been added to the bulk actions list accessed from the **Manage resources** page. **Remove from workflow** allows an administrator to remove a group of

resources from the associated workflow(s) which will change their status to 'Live'. Additionally, **Move to another workflow task** allows an administrator to select a group of resources and move them from their current task within a workflow to another task within the same workflow.

Removing resources from workflow

A new action is available to remove a selection of resources from their associated workflow(s) and change their status to 'Live' (if the status is not already set at 'Live').

To remove resources from the associated workflow

1. From the **Manage resources** page, select the **Filter** tab and select the **Only show items in moderation** checkbox in the *Filter by status* category. An example is shown in Figure 37.

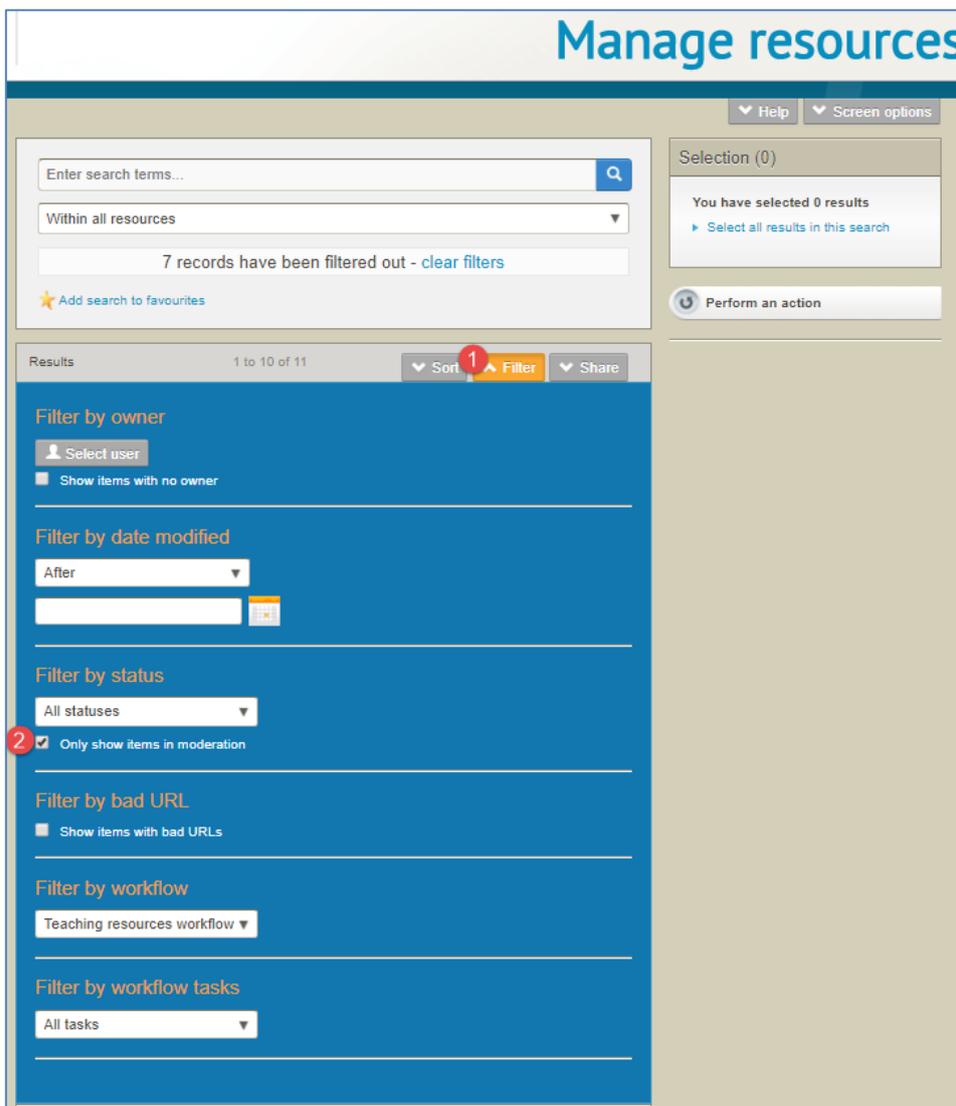


Figure 37 Manage resources - Filter tab

Only resources in moderation display. To further filter results, you may also wish to select a specific workflow in the *Filter by workflow* dropdown.

2. Select the resources to be removed from workflow then click **Perform an action**. An example is shown in Figure 38.

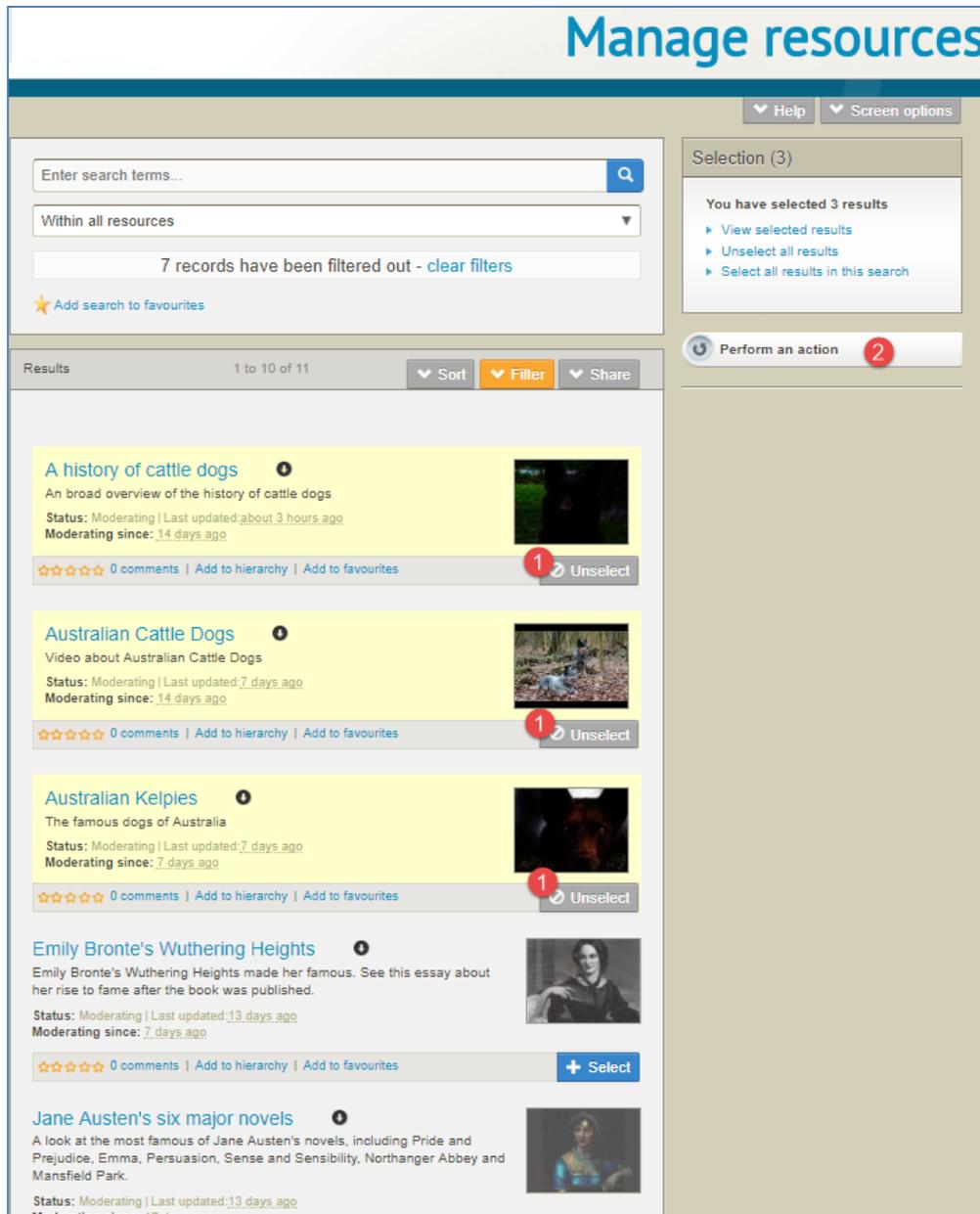


Figure 38 Manage resources - Perform an action

The **Bulk actions** dialog displays. An example is shown in Figure 39.

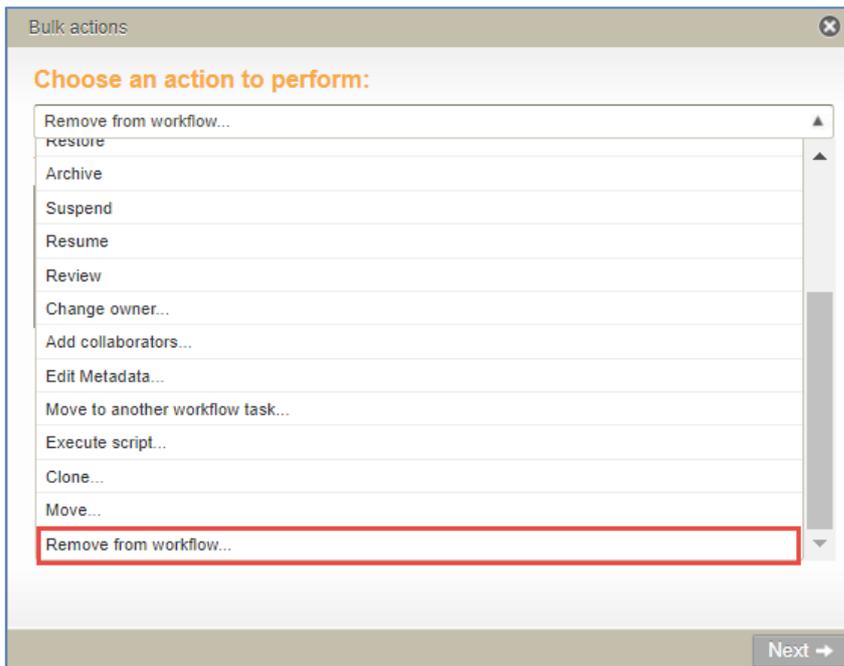


Figure 39 Manage resources - Bulk actions dialog

3. Open the **Choose an action to perform** dropdown, scroll down to select **Remove from workflow** and click **Next**.
4. Click **Execute** then **OK** to confirm. The selected resources are removed from their associated workflow(s) and their status will be changed to *'Live'*.

The **Bulk actions** dialog confirms the selected resources have been successfully processed. An example is shown in Figure 40.

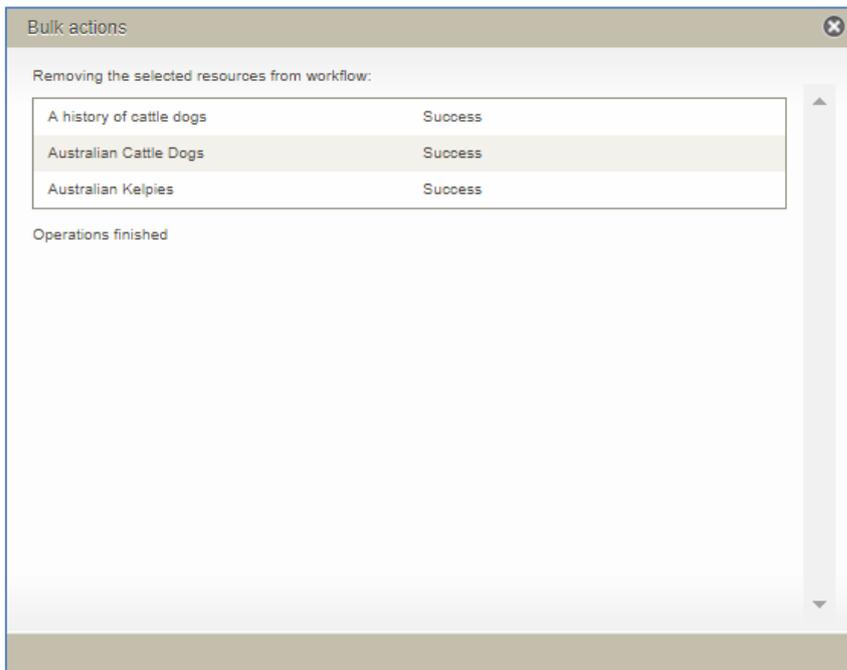


Figure 40 Bulk actions confirmation dialog

Resetting the workflow task

A new action is available to move a selection of resources from their current workflow task to another workflow task in the same workflow.

*NOTE: Resources must be filtered to show only items with a status of moderating from one workflow only for the **Reset to workflow task** action to display.*

To remove resources from the associated workflows

1. From the **Manage resources** page, select the **Filter** tab, select the **Only show items in moderation** checkbox in the *Filter by status* category and select the relevant workflow from the *Filter by workflow* dropdown. An example is shown in Figure 41.

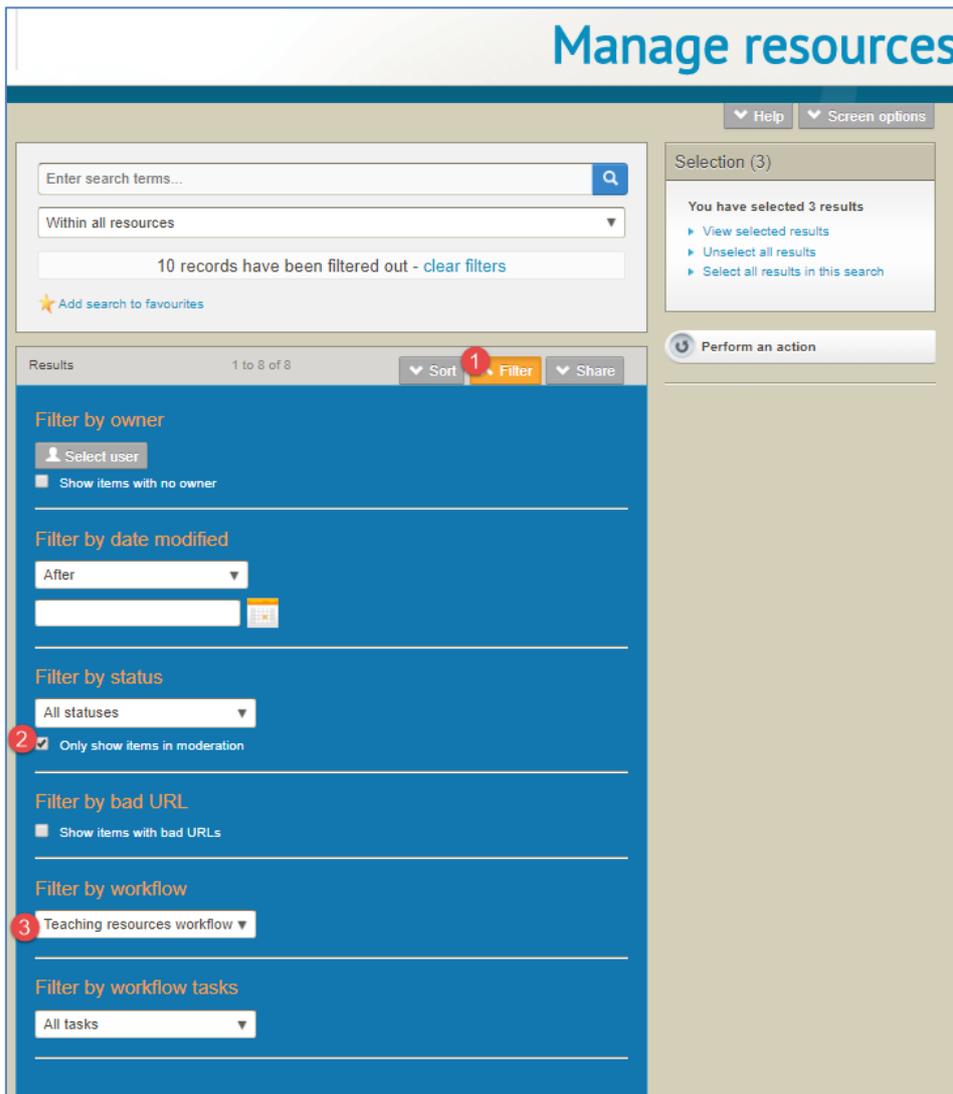


Figure 41 Manage resources - Filter tab

Only resources in moderation associated with the selected workflow display. To further filter results, you may also wish to select a specific workflow task in the *Filter by workflow tasks* dropdown.

2. Select the resources to be moved to another task then click **Perform an action**. An example is shown in Figure 42.

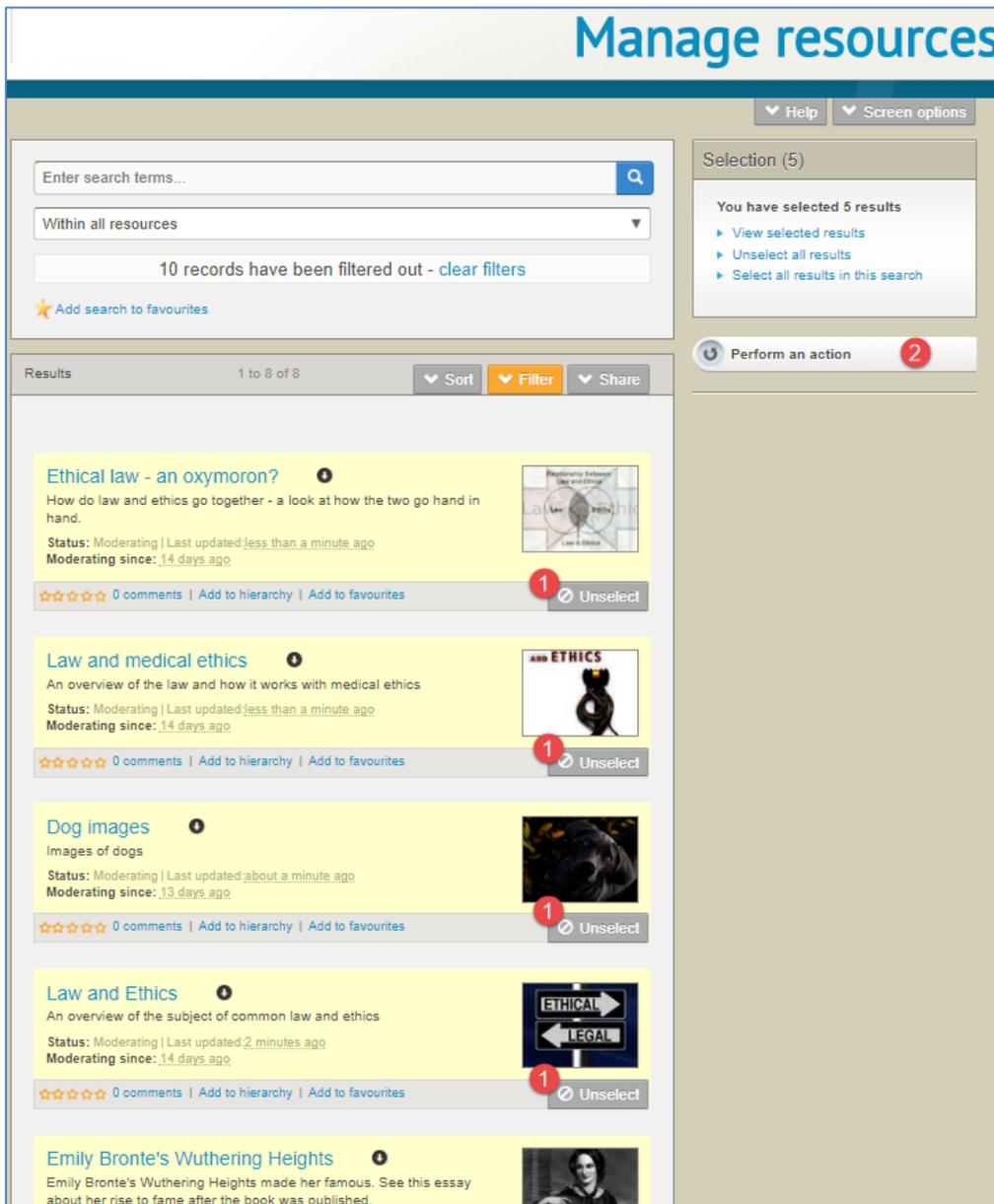


Figure 42 Manage resources - Perform an action

The **Bulk actions** dialog displays. An example is shown in Figure 43.

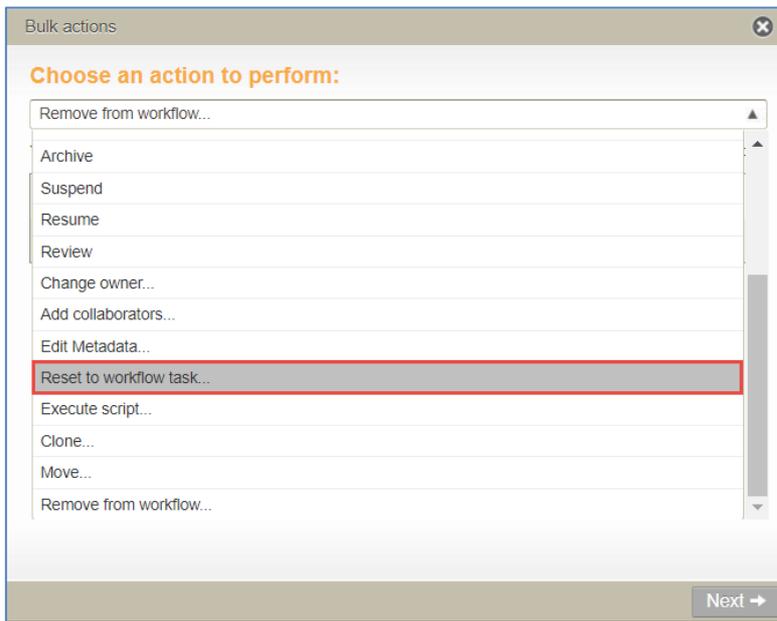


Figure 43 Manage resources - Bulk actions dialog – Reset to workflow task

3. Open the **Choose an action to perform** dropdown, scroll down to select **Move to another workflow task** and click **Next**.

The **Moving to another workflow task** dialog displays. An example is shown in Figure 44.

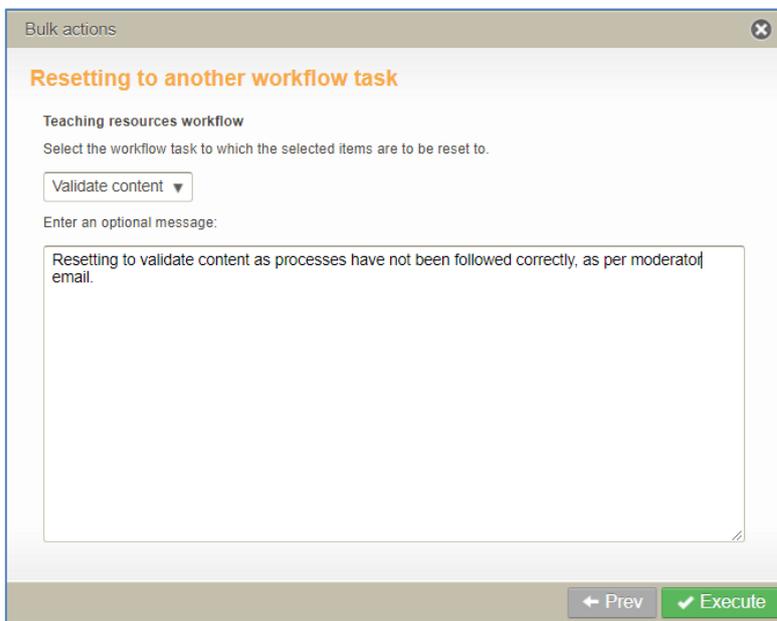


Figure 44 Moving to another workflow task dialog

4. Select the required workflow task to which the selected resources are to be moved.
5. **Enter an optional message.** This message will be stored with the workflow task and displayed in the moderation history for each item.

6. Click **Execute** then **OK** to confirm. The selected resources are moved from their current workflow tasks to the workflow task selected. Relevant notifications are sent to the moderators.

The **Bulk actions** dialog confirms the selected resources have been successfully processed. An example is shown in Figure 45.

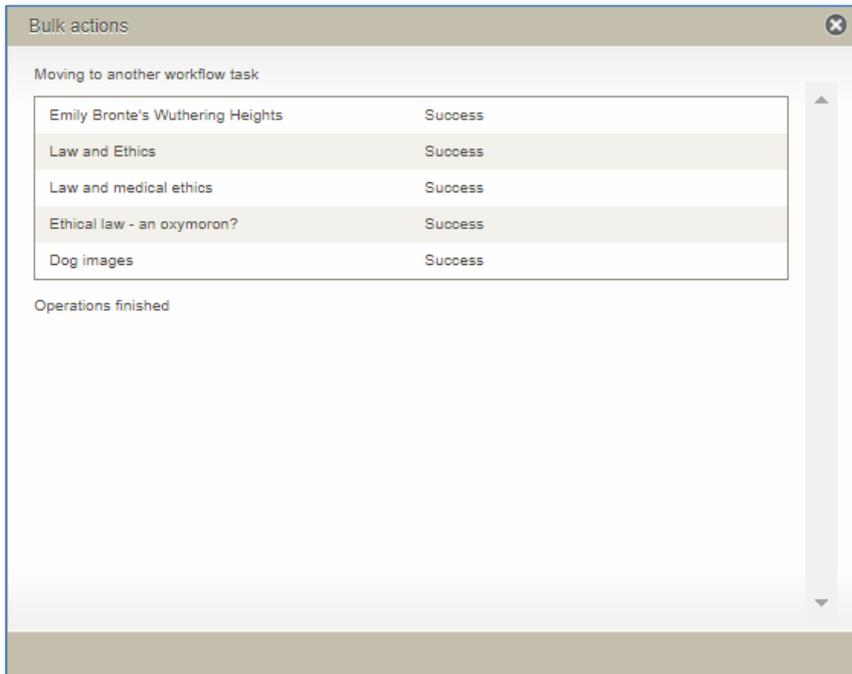


Figure 45 Bulk actions confirmation dialog

The **Moderation history** for the resources moved from one workflow task to another reflects the process. An example is shown in Figure 46.

Resource summary

Teaching Resources > Ethical law - an oxymoron? > Moderation history

Moderation history

Event	User	Date
Task Create PDF moved to task Validate content (Show comment)	EQUELLA Documentation	3 minutes ago
Edited	EQUELLA Documentation	15 minutes ago
Completed for script Basic Script		1 day ago
Accepted for task Editorial	EQUELLA Documentation	1 day ago
Accepted for task Validate content (Show comment)	System	6 days ago
Workflow reset	EQUELLA Documentation	14 days ago
Submitted for moderation	EQUELLA Documentation	14 days ago
Edited	EQUELLA Documentation	14 days ago
Contributed	EQUELLA Documentation	14 days ago

Basic details
 Include edits
 Include all moderation details

[← Prev](#)
[Next →](#)

[Share with others](#)

[Add to favourites](#)

Details

Owner: EQUELLA Documentation
 Collection: Teaching Resources
 Version: 1 (show all)
 Status: Moderating
[Moderation progress](#)
Moderation history

Actions

- [Change ownership](#)
- [Clone item into a collection](#)
- [Create a new version](#)
- [Delete this version](#)
- [Edit this version](#)
- [Export](#)
- [Modify key resource](#)
- [Move item into another collection](#)
- [New contribution of same type](#)
- [Redraft this version](#)
- [Suspend this version](#)

Figure 46 Moderation history reflecting task movement

Workflow attachments

Moderators can now upload files relevant to the workflow during the moderation process (for example, a file might be uploaded to illustrate required document formats relevant to attachments being moderated). These files can be viewed only by moderators and administrators during workflow task processing.

Uploading a workflow file

1. From the **My tasks** page, open a workflow task and select either **Reject** or **Approve**. The **Approve** or **Reject task** dialog displays. An example is shown in Figure 47.

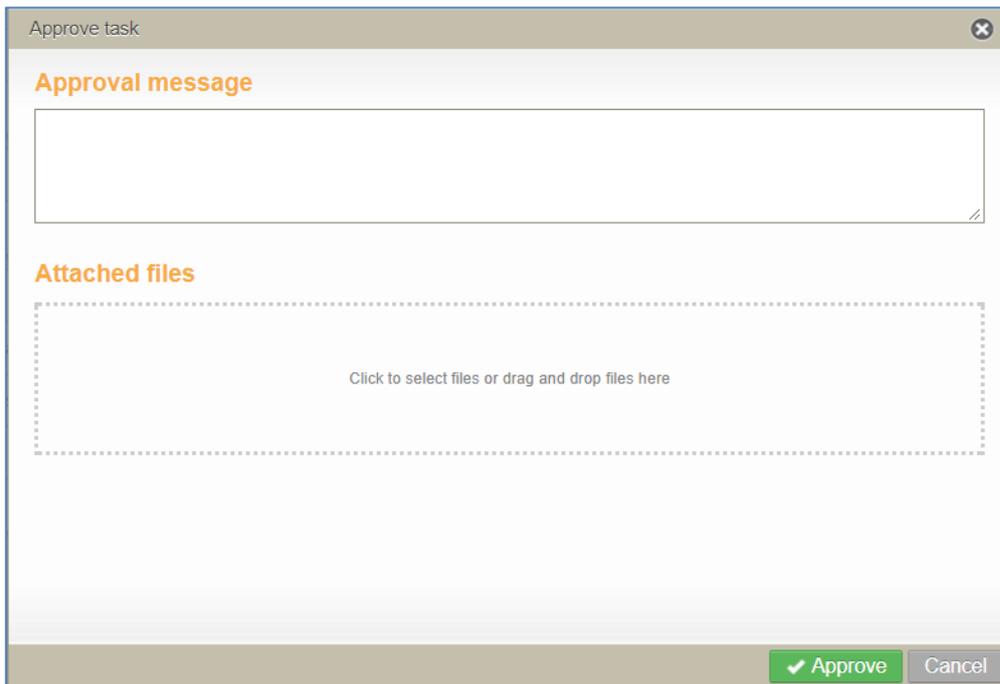


Figure 47 Approve task dialog

2. Enter a message in the message box – **note that a message is mandatory if a file is going to be attached.**
3. **Click to select files or drag and drop files** into the drag and drop box below the message text box. The file(s) display as links below the upload box. An example is shown in Figure 48.

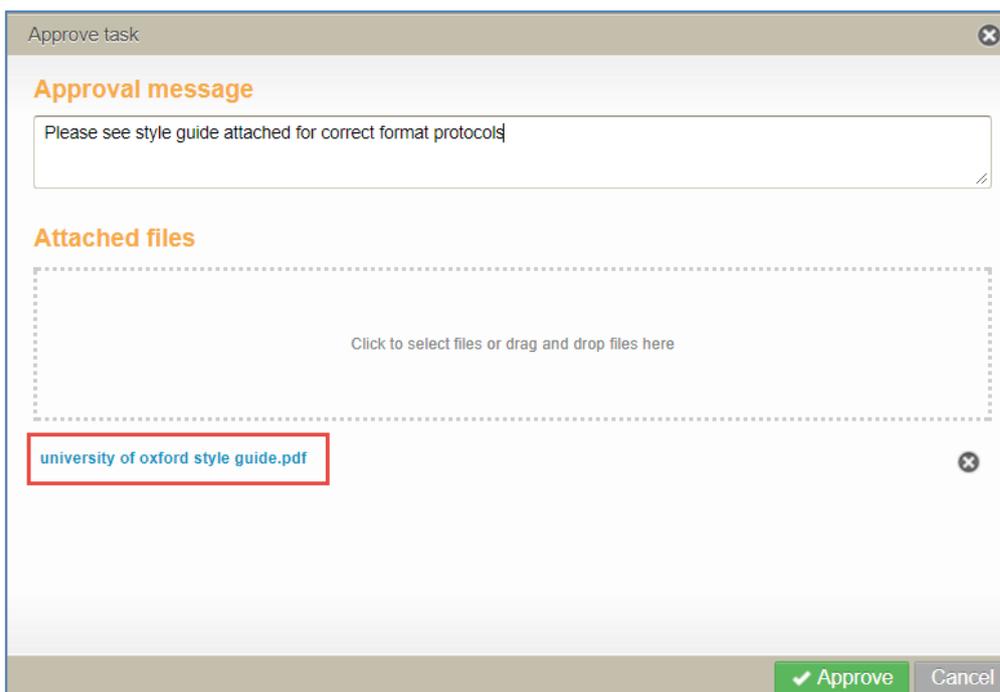


Figure 48 Approve task dialog with attached file

4. Click **Approve** (or **Reject**) to approve (or reject) the task. The file(s) is stored with the comment, and can be viewed within workflow comments. An example of the **Moderation** page showing the comment and attachment is shown in Figure 49.

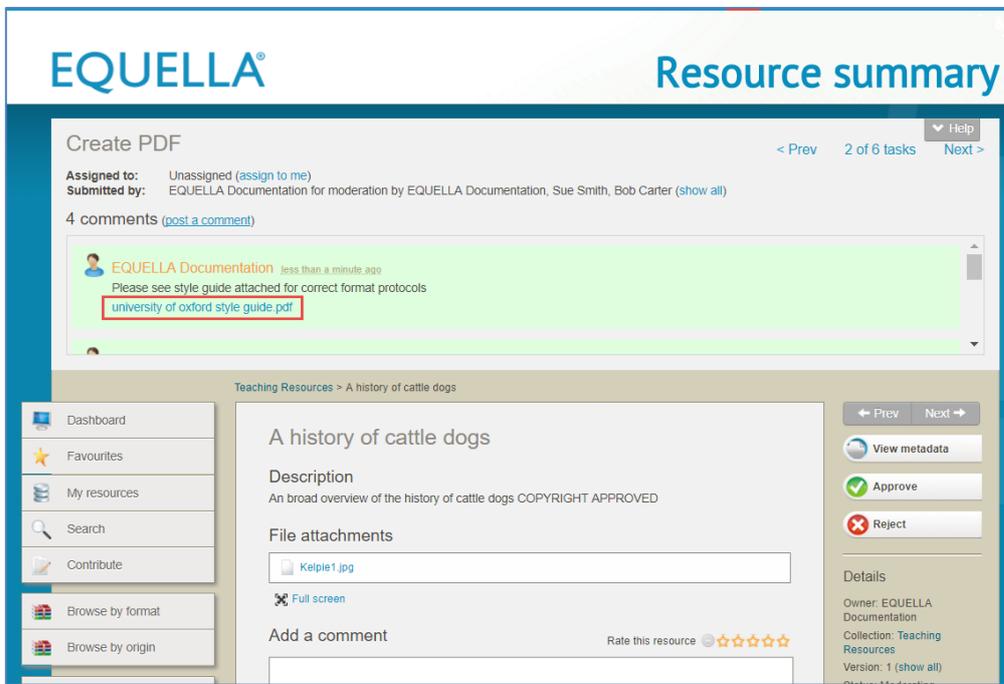


Figure 49 Moderation page – comment with attached file link

Script task

In versions prior to EQUELLA 6.5 there was one type of task, *Workflow task*, available as a step type for workflows. EQUELLA 6.5 introduces the **Script task** step type, which enables administrators to configure a script that will run automatically when a resource reaches that step in the workflow. The resource then continues to the next workflow task without user moderation.

Specific users or groups can be configured to receive notifications if the script fails (or successfully runs).

Configuring a Script task

Script tasks are configured from the Workflow Template Editor accessed from the Administration Console.

To configure a workflow Script task

1. From the **Administration Console**, **Workflow Templates** option, open the required Workflow template. An example is shown in Figure 50

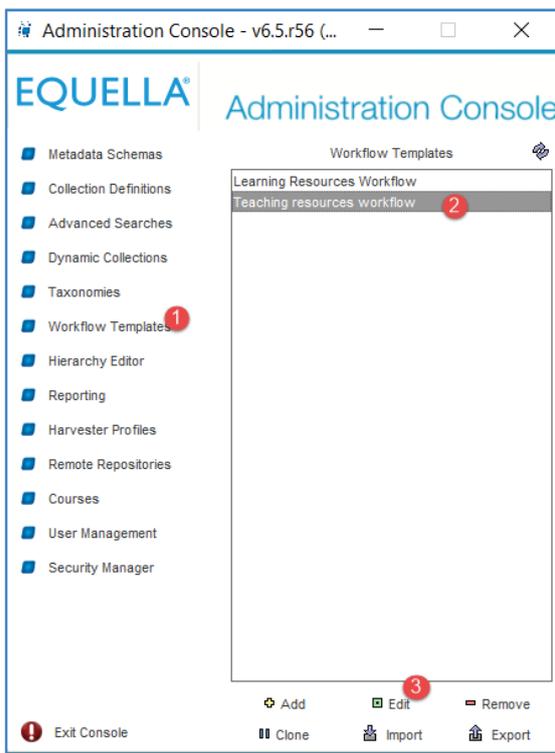


Figure 50 Administration Console - Workflow Templates

The **Workflow Template Editor** displays the selected workflow details. An example is shown in Figure 51.

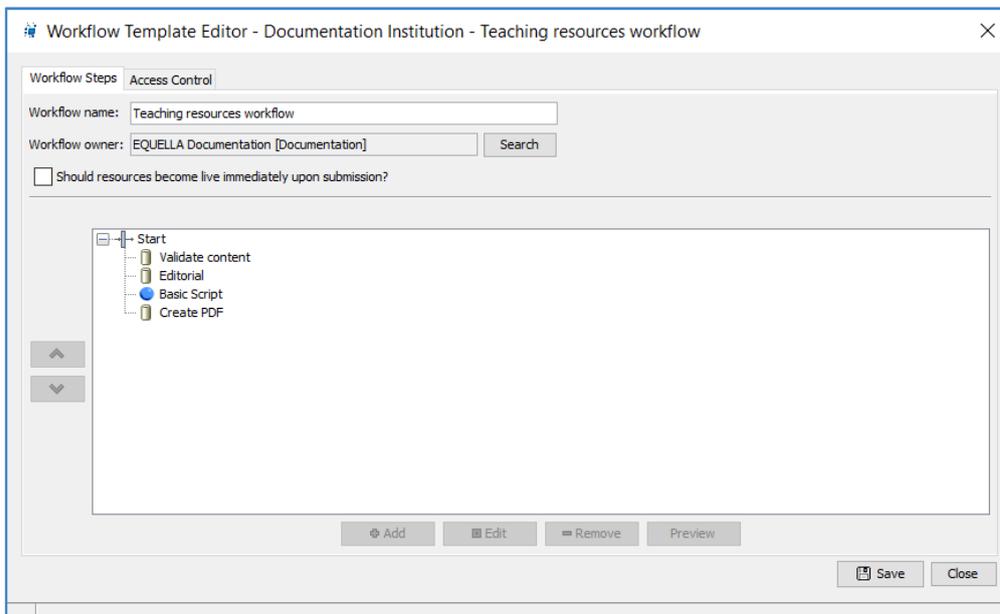


Figure 51 Workflow Template Editor

2. Highlight the parent level to which the **Script Task** is to be added then click **Add**. Select **Script Task** from the **Select a step type** list. An example is shown in Figure 52.

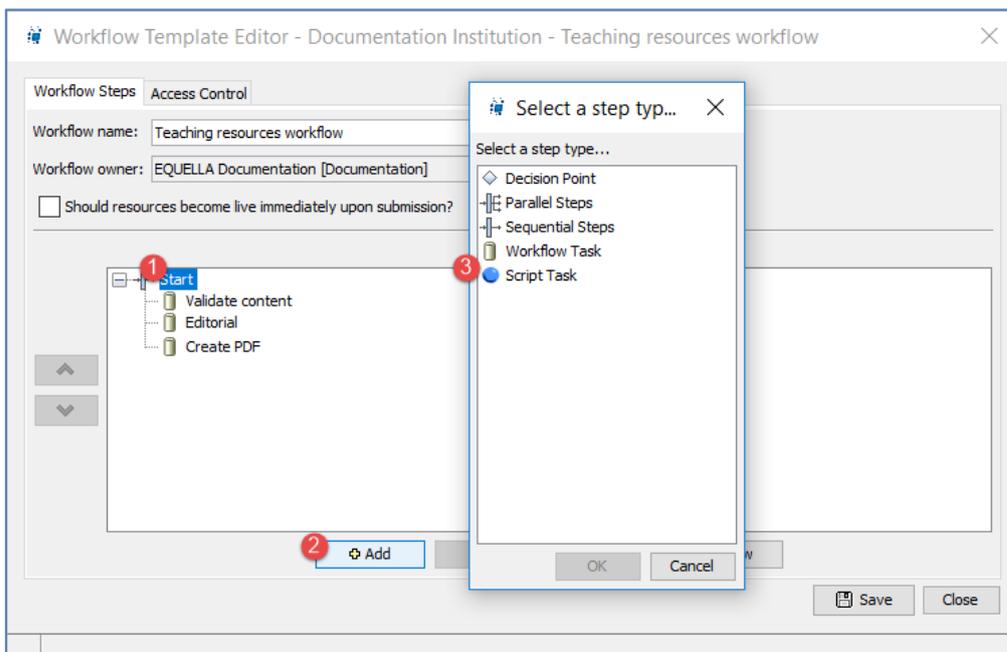


Figure 52 Workflow Template Editor - Add a step type

The **Script Task Editor Details** page displays. An example is shown in Figure 53.

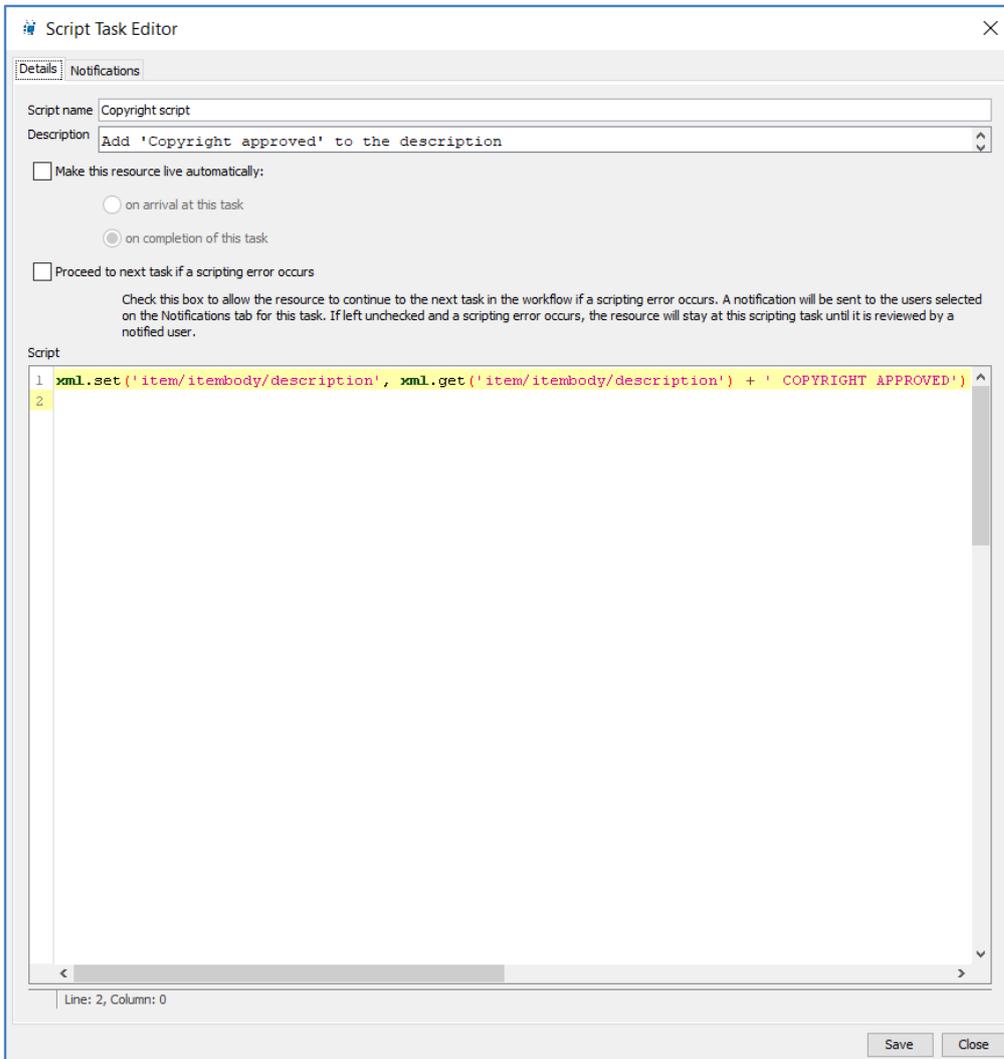


Figure 53 Script Task Editor Details page

3. Enter a **Script name**.
4. Enter a **Description**.
5. If desired, select **Make this resource live automatically** and choose either:
 - **On arrival at this task** (the item’s status becomes ‘live’ as soon as it arrives at the script task) or
 - **On completion of this task** (the item’s status becomes ‘live’ as soon as the script task has successfully run).
6. Select **Proceed to next task if a scripting error occurs** to continue to the next task in the workflow if an error occurs. A notification is sent to the relevant administrator. If left unchecked and a scripting error occurs, the resource will stay at the script task until the task is corrected by an administrator.

7. Enter the **Script** in the script edit box.
8. Click the **Notifications** tab. The **Script Task Editor Notifications** page displays. An example is shown in Figure 54.

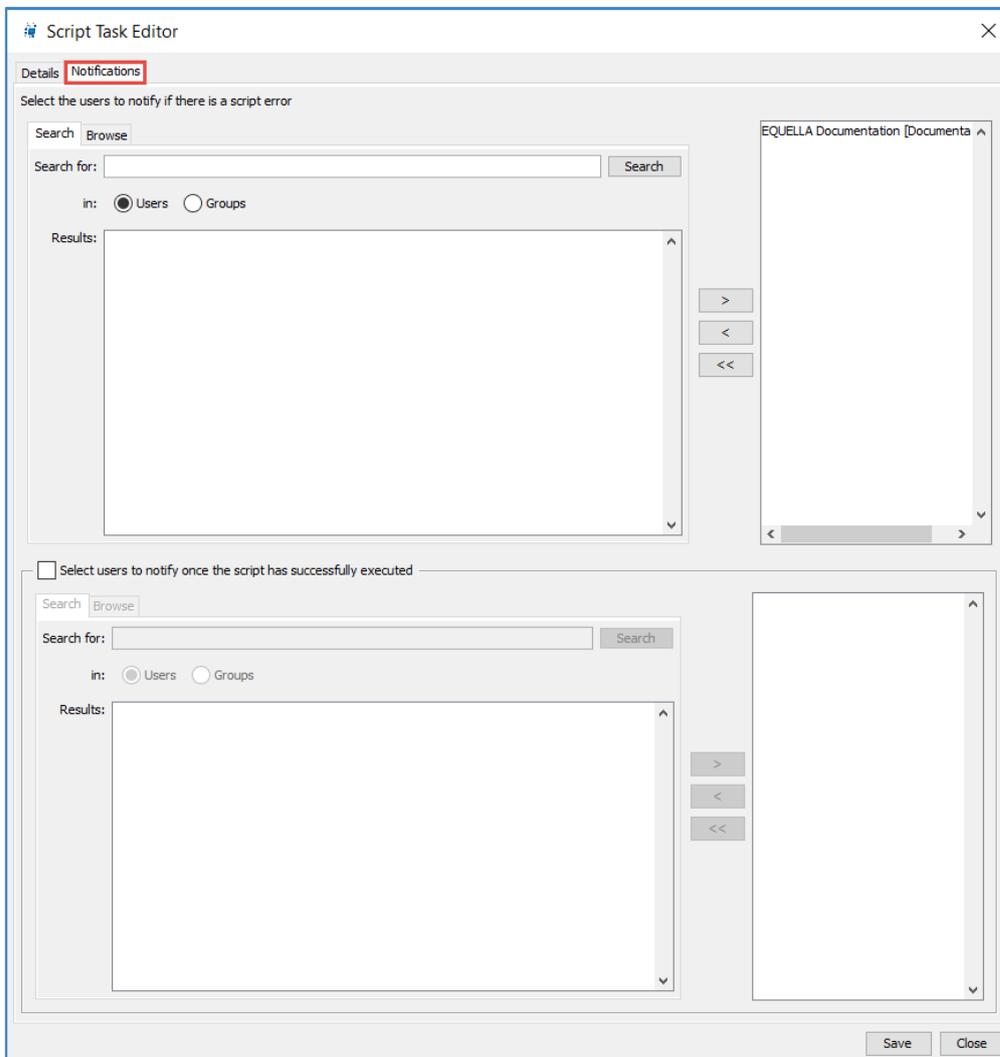


Figure 54 Script Task Editor Notifications tab

9. Search for and **Select the users to notify if there is a script error** (Users and/or Groups). These users will be notified by email and internal notifications if a script is not successfully executed.

NOTE: This field is mandatory. At least one user must be selected to enable the workflow to be successfully saved.

NOTE: If a script fails, and Proceed to next task if a scripting error occurs has not been selected, on correcting the script, the script will automatically rerun and the tasks will move to the next step.

10. Select **Select the users to notify once the script has successfully executed** for notifications to be sent every time the script task run successfully as part of the workflow. Note that this could result in large numbers of notifications that may not necessarily be useful. If selected, search for and select the users and/or groups to be notified.

11. Click **Save**.

Notification emails

Prior to EQUELLA 6.5, email notifications have been restrictive, as one subject line was shared by all notification types. The subject line language string could be edited using the language pack functionality, but any changes would apply to all EQUELLA notifications.

EQUELLA 6.5 brings changes to email notifications, including:

- Individual subject titles for each type of notification (allowing changes to be made using the language pack functionality)
- Meaningful subject titles
- Useful and easy to read body text (text can be changed using the language pack functionality)
- HTML format

Notification email definitions

Different types of notifications are generated in EQUELLA, through workflow and other functions. The following is a list of notification emails by **Subject** title (which can be changed using language pack functionality):

- **NOTIFICATION: Resources in a collection you are watching are now 'Live'** – sent to users who have selected to receive *New resource notifications* for one or more collections (see [New resource notifications](#) on page 52).
- **NOTIFICATION: Overdue workflow tasks** – sent to moderators for workflow tasks that have become overdue. An example is shown in Figure 55.



Figure 55 Example Overdue tasks notification email

- **NOTIFICATION: Your resource has been rejected** – sent to the owner/s of resources if the resource is rejected at any step in the workflow.
- **NOTIFICATION: Resources you own contain bad URLs** – sent to the owners of resources which contain bad URLs. The scheduled Bad URL checker generates these notifications.
- **NOTIFICATION: New resources have become available** – sent to the users selected in the *Notify users when item becomes available* section when the **Share with others** button is used from a *Draft* resource summary page.
- **NOTIFICATION: Script task (*script name*) has failed** – sent to the user/s selected on the Notifications tab of the Script task to alert them to a script error (see [Configuring a Script task](#) on page 44).

- **NOTIFICATION: Script task "*script name*" has executed successfully** – sent to the user/s selected on the Notifications tab of the Script task to notify them that the script has run successfully (see [Configuring a Script task](#) on page 44).
- **NOTIFICATION: Resources have been assigned to you for moderation** – sent to a moderator if multiple tasks have been assigned to that moderator.
- **NOTIFICATION: Resources you own have been moderated to 'Live'** – sent to the owner/s of resources that have become 'live' (see [My resource notifications](#) on page 55).
- **NOTIFICATION: A resource has been assigned to you for moderation (*workflow task name*)** – sent to a moderator if a task has been specifically assigned to that moderator.
- **NOTIFICATION: A resource has reached a workflow task (*workflow task name*) allocated to your moderation group** – sent to all moderators when a resource reaches a task where a group of moderators has been specified for task moderation. An example is shown in Figure 56.

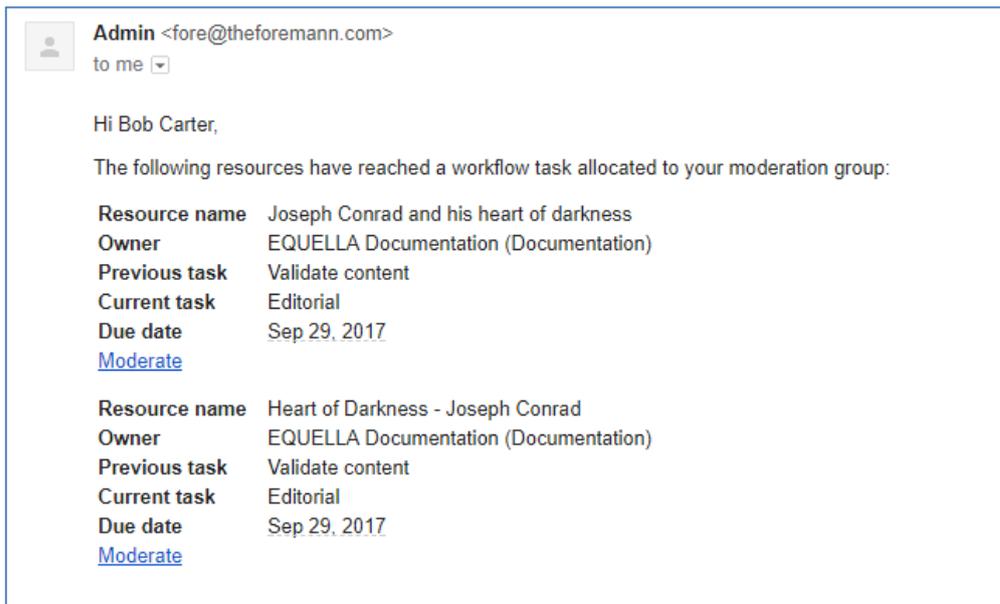


Figure 56 Example email notification for multiple moderator tasks

- **NOTIFICATION: A rejected resource has reached a workflow task (*workflow task name*) allocated to your moderation group** – sent to all moderators when a resource is rejected back to a task where a group of moderators has been specified for task moderation. An example is shown in Figure 57.

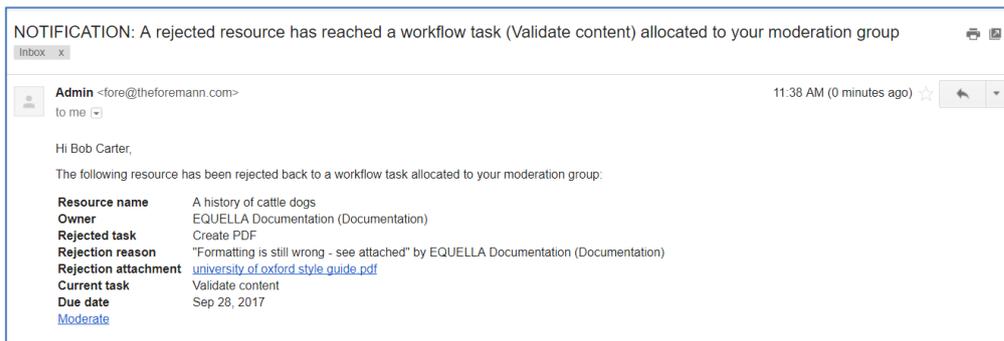


Figure 57 Example rejection email for task with multiple moderators

- **NOTIFICATION: A rejected resource has been assigned to you for moderation (*workflow task name*)** – sent to a moderator when a resource is rejected back to a task specifically assigned to that moderator.

Notification options

The notification options on the **Edit User** page accessed by clicking on the **Username** in the top right of any EQUELLA screen have been enhanced to allow users to better customise email notifications.

Prior to EQUELLA 6.5, in the **Notifications** section of the *Edit User* page, all email notifications can be switched off and specific collections selected by the user. They are notified when new resources become available (*'live'*) in those collections.

EQUELLA 6.5 has three separate sections for setting notifications:

New resource notifications

This section enables a user to select collections to 'watch'. The user is notified of any new resources that become available ('live') in the selected collections. An example is shown in Figure 58.

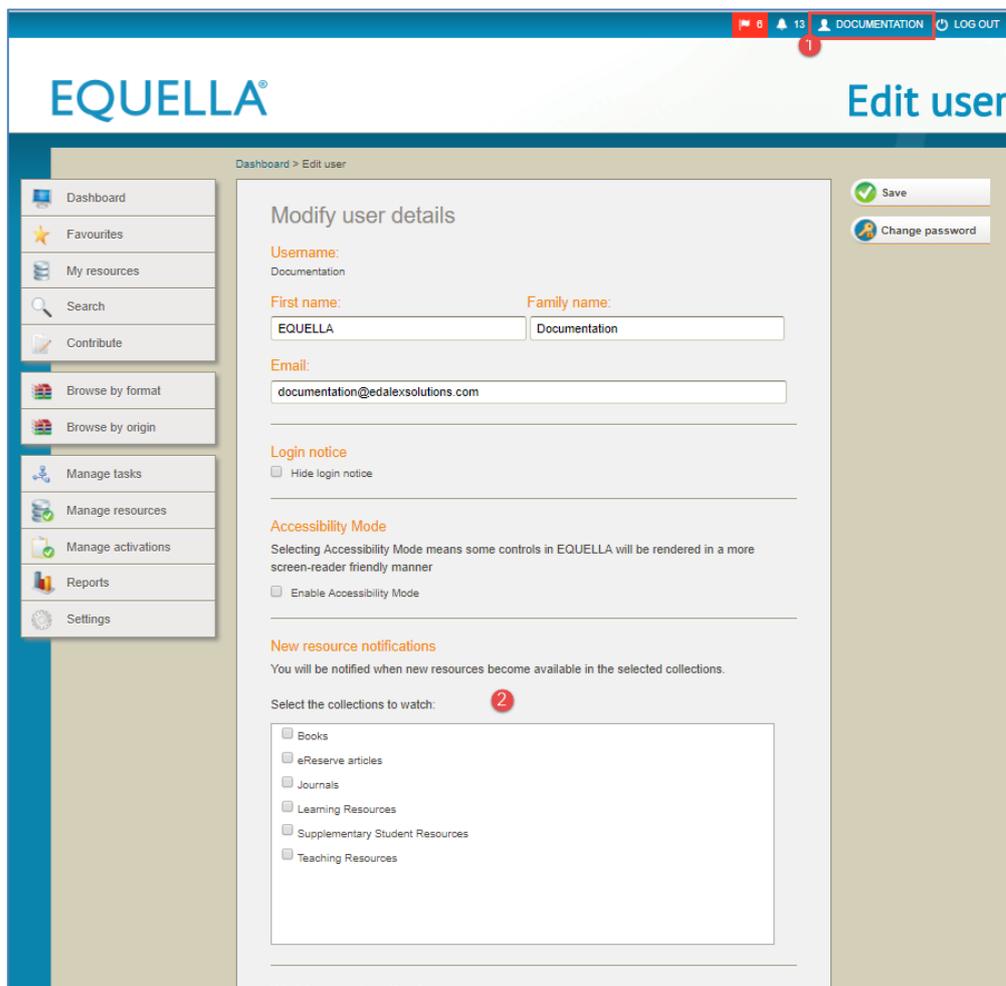


Figure 58 Edit user page - New resource notifications

Workflow email notifications

This section allows the user to unsubscribe from receiving workflow task-specific email notifications. Workflow task notifications are emailed by default, but the user can uncheck the collections from which they do not wish to receive workflow task email notifications.

NOTE: Email notifications are always sent for rejected tasks regardless of configuration.

An example is shown in Figure 59.

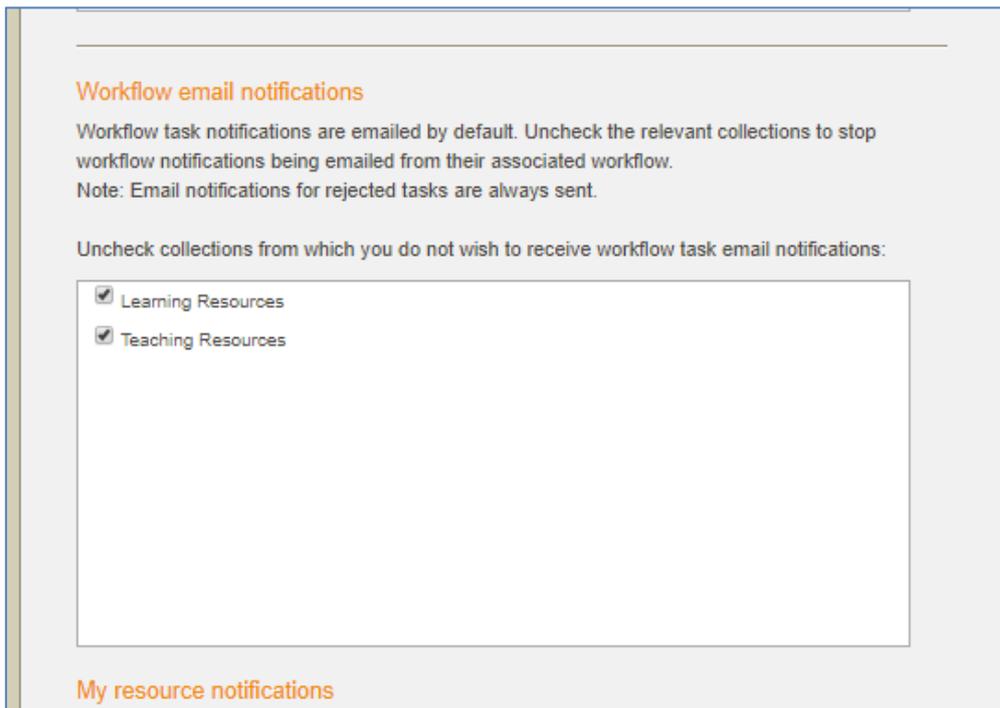


Figure 59 Edit user - Workflow email notifications

Regardless of email notification configuration, internal notifications are always found on the **Notifications** page. An example is shown in Figure 60.

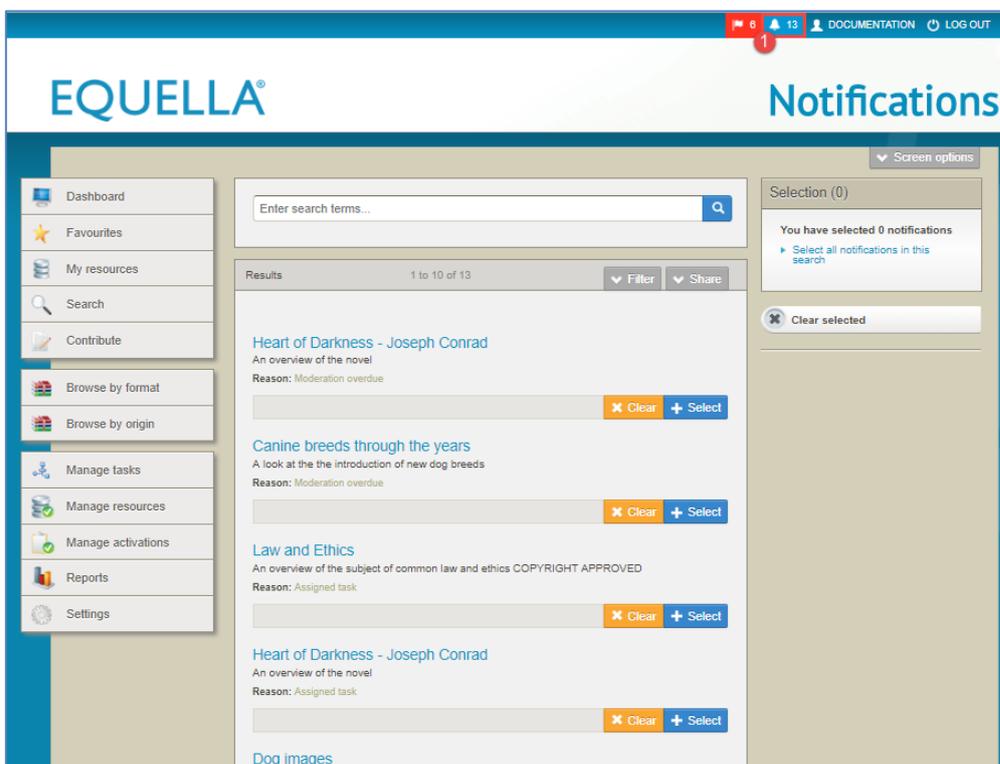


Figure 60 Notifications page

My resource notifications

The user can check this box if they wish to receive notifications that resources they own have become 'live'. An example is shown in Figure 61.

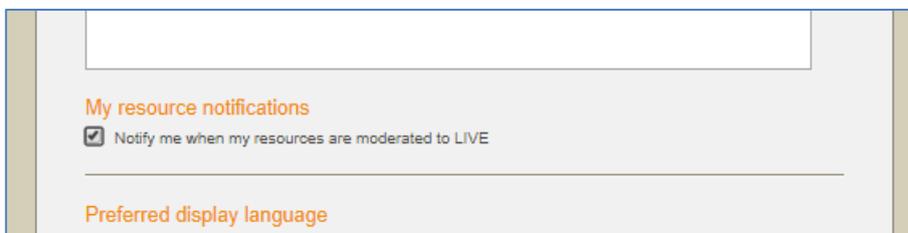


Figure 61 My resource notifications

Contact Client Support

We are always happy to help.

Please call 1800 EDALOX (1800 332539) to speak to our Support Team or email support@edalexolutions.com.