

## E-Pro Approval Notification:

Notifications are received on the Worklist, via e-mail, or both.

### To view a notification from e-mail:

1. Click the link provided in the e-mail.
2. Enter your sign-in information and click .



3. This will open the Requisition Approval page.

### To view a notification from your Worklist:

1. Open your Worklist from your home page in the financials module. The list will show the status of all of your requisitions.

Date From	Work Item	Worked By Activity	Priority	Link	
10/14/2014	Transaction Approved	Approval Workflow	2-Medium	<a href="#">Requisition_256013_00000_1951-01-11_N_0_BUSINESS_UNIT:29200_REQ_ID:2920004022</a>	Mark Worked

2. To see more details of the approval, click the link to the requisition you want to see.

Date From	Work Item	Worked By Activity	Priority	Link	
10/14/2014	Transaction Approved	Approval Workflow	2-Medium	<a href="#">Requisition_256013_00000_1951-01-11_N_0_BUSINESS_UNIT:29200_REQ_ID:2920004022</a>	Mark Worked

### To clear a notification from your Worklist:

1. In your Worklist, click the  button.

Date From	Work Item	Worked By Activity	Priority	Link	
10/14/2014	Transaction Approved	Approval Workflow	2-Medium	<a href="#">Requisition_256013_00000_1951-01-11_N_0_BUSINESS_UNIT:29200_REQ_ID:2920004022</a>	Mark Worked

## Notes:

Once the Requestor's E-Pro Requisition has been fully approved they will receive notice through their e-mail and/or their Worklist.

Where notifications are received is up to the individual user and selected on the "My System Profile" page.

It is recommended that users select to receive notifications from both e-mail and the Worklist.

