

Closing Open Notifications At-a-Glance

1 Welcome to Oracle E-Business Suite
Enter your username and password to login
*Indicates Required Field
Username: _____
* Password: _____
Login Cancel

2 Worklist
Full List
From Subject Sent
Timecard for Ima J Student451 (01-NOV-2004 to 30-NOV-2004) requires approval 18-Oct-2004

3 Applications
Please click on a responsibility link to display the list of available applications.
ITS Administration Mgr Self Service
ITS Administration Timecard Mgr
ITS Administration Timecard
Reviewer
Supervisor Self Service
UNI Employee Self Service
UNI Workflow User

4 (s) and ...
Open Delegate
Subject Sent Due Date
Workflow Process Timecard for Ima J Student451 (01-OCT-2004 to 31-OCT-2004) requires approval 18-Oct-2004 05-Nov-2004
Workflow Process Timecard for Ima J Student451 (01-NOV-2004 to 30-NOV-2004) requires approval 18-Oct-2004 06-Dec-2004

5 Timecard for Ima J Student451 (01-NOV-2004 to 30-NOV-2004) requires approval
From Student376, Ima J
To Student376, Ima J
Sent 18-Oct-2004 13:19:59
Due 06-Dec-2004 17:00:00
Notification ID 151602
Approve Reject Delegate
Click Here to Review this Timecard
Approval History

Sequence	Who	Action	Date	Note
1	Student376, Ima J		18-OCT-2004	
0		Submit	18-OCT-2004	

6 Timecard for (01-DEC-2005 to 31-DEC-2005) has been submitted to Marty L. Mark for approval
OK Delegate
To Whitt, Patricia B
Sent 16-Dec-2005 11:53:12
ID 609871
The timecard for (01-DEC-2005 to 31-DEC-2005) has been submitted to Marty L. Mark for approval. Approval History
Action History

	<p>4 Click on the underlined subject of the notification to open</p>
<p>1 Login to e-Business Suite in My UNiverse Login with Username and Password</p>	<p>5 If the notification is an Action Required notification, your options are to approve, reject, or delegate the notification</p>
<p>2 Your 'Worklist' will appear at the top of the page with the 5 most recent open notifications</p>	<p>6 If the notification is an FYI notification, your options are OK or Delegate</p>
<p>3 Click on UNI Workflow User or Full List to view <i>all</i> open notifications</p>	<p>Clicking either Approve, Reject, Delegate or OK will prevent another e-mail notification delivery to you.</p>