

# 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

**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  
ITS Administration Mgr Self Service  
ITS Administration Timecard Mgr  
ITS Administration Timecard Reviewer  
Supervisor Self Service  
UNI Employee Self Service  
UNI Workflow User

**4** Notifications  
Select one or more notifications from the list and Open or Reassign them using the appropriate buttons. You may also click on the notification subject to open a particular notification.  
View Open Notifications Go  
Select Notification(s) and ... Open Delegate  
Select All Select None  
Select From Type Subject Sent Due Date  
UNI Time Workflow Process Timecard for Ima J Student451 (01-OCT-2004 to 31-OCT-2004) requires approval 18-Oct-2004 05-Nov-2004  
UNI Time 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  
Click Here to Review this Timecard  
Approval History  
Sequence Who Action Date Note  
1 Student376, Ima J  
0 Submit 18-OCT-2004

**6** Timecard for (23-JAN-2005 to 29-JAN-2005) has been submitted to Joe Boss for approval  
This notification does not require a response. Close Delegate  
From Worker, Jill T  
To Worker, Jill T  
Sent 28-Jan-2005 09:14:00  
Notification ID 225477  
The timecard for (23-JAN-2005 to 29-JAN-2005) has been submitted to Joe Boss for approval. Approval History  
Sequence Who Action Date Note  
1 Worker, Jill T Null 28-JAN-2005  
0 Submit 28-JAN-2005

<p><b>Completing these steps as soon as you receive a notification will inform the system that you have viewed the notification and will not send additional e-mails for that notification.</b></p>	<p><b>4</b> Click on the underlined subject of the notification to open</p>
<p><b>1</b> Enter My UNiverse, click Access MEMFIS Applications login with Username and Password</p>	<p><b>5</b> If the notification is an Action Required notification, your options are to approve, reject, or delegate the notification</p>
<p><b>2</b> Your 'Worklist' will appear at the top of the page with the 5 most recent open notifications</p>	<p><b>6</b> If the notification is an FYI notification, your options are Close or Delegate</p>
<p><b>3</b> Click on UNI Workflow User to view <i>all</i> open notifications</p>	<p>Clicking either Approve, Reject, Delegate or Close will prevent another e-mail notification delivery to you.</p>