

## Notifications: To Do Notifications

### Introduction

- This learning cycles shows you how to respond to your **To Do Notifications**.
- To Do Notifications **require** some type of action by you, such as APPROVAL or REJECTION.
- To filter the Notifications and display only the To Do Notifications on your Worklist:
  - Click the **View Down Arrow** and select To Do Notifications.
  - Then click the **Go** button.

**Reminder:** In our demonstration, the Notifications in the Worklist were filtered. If you prefer not to use the filter to sort your To Do Notifications from your FYI Notifications, you can process either of these types of Notifications from the default view, Open Notifications.

### Processing To Do Notifications

- To begin processing one of the To Do Notifications listed:
  - Click in the **Select** box, next to one of the Notifications; then click the **Open** button.  
We'll use a Release as an example.
- The Notification Details Window for the selected Notification appears.
  - If opening a Release, you can learn various details about it from this window.
  - In the first region, on the left, you can see:
    - Who it is from
    - Who it is to
    - When it was sent
    - The dollar amount
    - The Supplier
    - The Operating Unit
  - Below in the Release Shipment Details region, you can view the Shipment Details.
- Use the scroll bar to advance to the bottom half of the window to see information in the **Approval History** region.
  - If the Department Buyer does not have approval authority, Releases must be forwarded to someone that does.
- The **Display next Notification after my response** is checked by default. If you do not want the system to automatically open the next Notification, uncheck this box.
- If the information on the Notification is correct and you have authority to approve, click the **Approve** button.
  - The Scheduled Release disappears.
  - It is considered **Processed** and **Closed**.
  - Closed Notifications can be viewed from the All Notifications View.

### Logout

- If you chose not to automatically open the next Notification, you will be returned to your Worklist.
- From the Worklist window, you **MUST LOGOUT** to the sign on screen.
  - *Whatever application you are working in, BE SURE to LOGOUT so you do not leave your USER ID active in the system.*
- To exit properly, click the **Logout** link at the bottom of the page or the one located in the upper right corner.
- Continue to close until you reach your desktop.