Southern Illinois University CARBONDALE

Worklist Notifications

Overview

The **Worklist** region, located on the right side of your AIS Home Page, allows you to easily see, access and respond to any pending Notifications. The Notifications listed may have been sent by a person or generated by the system.

However, for some Responsibilities, such as SIU Department Buyer, SIU PO Department Buyer etc., viewing, opening and acting upon Notifications is a very important function. For these responsibilities, the Notification function may also be nested under the specific Responsibility as **Notifications Summary**. Whether you access the Worklist from your Home Page or the Notifications Summary function within the application, the Worklist functionality is the same.

Notifications can be a useful tool, as you can use this tool to forward a copy of a report to the Fiscal Officer, etc. To find out how to forward reports, review the tutorial in Unit 2: Navigation, Module 6: Running Reports, Learning Cycle 7: Report Requests: Upon Completion Options.

Users in the Central Business Offices utilize Notifications **more often** than Department End-Users.

IMPORTANT: If you decide to launch a forms-based application without first opening your Notifications in your Worklist, a series of windows will open and then a **Note** appears reminding you that you have a number of open notifications. To Continue, click the **OK** button on the Note and the application will open, as normal.

Accessing Notifications

- Each user will have a Worklist region on their respective Home Page. The Worklist is web-based.

- There are two ways to access the Notifications in your Worklist.
    - If you want to view just one Notification at a time, click on the **Subject** link.
    - If you have a lot of Notifications and prefer to see all of them at once, use the **Full List** button, located in the upper right section of the Worklist area.

Using the Subject Link

- If you select the **Subject** link for a notification, the Notification Details web-based application opens.
    - You will use this window to act upon the Notification. Before you begin, be sure to read any Messages displayed under **Information**. The message tells you if the Notification requires a response.
    - If an action is required, buttons such as **OK**, **Reassign** and **Request Information** are available.

- When finished use one of the links located at the top of the web page to exit.

Using the Full List Button

- If you select the **Full List** button from your Home Page Worklist to open Notifications, a web-based application for Notifications opens, allowing you to view new Notifications, as well as those previously viewed.

- To filter the Notifications displayed, use the **View** field.
    - **Open Notifications** is the default option for this field.
    - Click the View Down Arrow, to view more viewing options: **All**, **FYI**, **Notifications from Me**, and **To Do**.
    - To use one of the picklist options, select it and then click the **Go** button to the right of the View field.
    - All notifications relative to the selected View will display in table format on the page.

- To view a displayed Notification:
    - Click the Subject line of the Notification, as before.
    - Or, click on the checkbox in front of the Notification to select it and then click one of buttons above the displayed Notifications: **Open**, **Reassign** or **Close**.

- To exit, the Worklist web page, click the Home link at the top of the page.

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