

## Notifications: Filtering Notifications

### Introduction

- There are several AIS responsibilities that have the function **Notifications Summary** on the Navigator.
  - If you have a responsibility with the Notifications Summary function available, the following information pertains to you.
- The Oracle Workflow Notifications window appears when you open Notifications Summary on your Navigator window.
  - This is a web-based window.
  - It contains a Worklist of notifications that have been sent to you either by a person or have been system generated.
- Notifications can be viewed in various ways, depending on the filtering choice you use.
- This Worklist can be filtered using various views so that you can find specific types of Notifications more easily.

### Open Notifications

- When you click Notifications Summary on the Navigator, your browser opens with a Worklist containing all of your **Open** Notifications; this is the default view.
- Open Notifications are a combination of FYI and To Do Notifications, meaning all Notifications that require action of some sort from you.
- We will show you how to process these in a future learning cycle.
- There are four other Views you can use to filter your Notifications.
- To access the other views, click the **View** down arrow.
- After selecting a View, you have to select **Go** to retrieve the corresponding list.
- Besides Open Notifications, we can use the following filters to determine which Notifications we would like to view:
  - All Notifications
  - FYI Notifications
  - Notifications From Me
  - To Do Notifications

### All Notifications

- When you select the All Notifications view that is exactly what it means; this view contains all of your Notifications.
  - It even lists Notifications that are Closed, i.e., the ones you have already processed.
  - This is the only view where you can see the Status.
- You can process any of the Notifications that aren't Closed, from this View.

### FYI Notifications

- The FYI Notifications view only displays notifications that are informational in nature.
  - Example: If you were to submit a Scheduled Release for approval, the system would generate an FYI Notification to you, when the Scheduled Release was approved.
- When you select the FYI Notifications view, it gives you a much shorter list than the "Open" or "All Notifications" views.
- Once you process an FYI Notification, it is gone forever. It does not appear in All Notifications with a Closed status.

### Notifications From Me

- The **Notifications From Me** filtering option allows you to view the Notifications that you have sent, when and to whom you have sent them.
- These notifications are for viewing only and don't require any action from you.

### To Do Notifications

- **To Do Notifications** are the ones that you should check most frequently because they are the ones that require action from you, usually your approval.