

Notifications: FYI Notifications

Introduction

- In the previous Learning Cycle, you learned how to filter Notifications using different views. You can use those views to separate Notifications that are informational only and just need to be acknowledged (FYI Notifications) from those that need a response (To Do Notifications).
- In this Learning Cycle, our focus will be on acknowledging and removing FYI Notifications, as well as some of the other features found in the Detail window.

Navigation

- Navigation path: SIU Department Buyer or SIU PO Department Buyer>Notifications Summary
 - Your browser opens with a Worklist containing all of your Open Notifications; remember this is the default view.
- Also, as noted in the previous learning cycle, Open Notifications are a combination of both FYI and To Do Notifications.
- You can acknowledge the FYI Notifications and respond to all the To Do Notifications from here without filtering them first, but if you have a lot of Notifications, filtering can be very helpful.
- Filtering notifications will give you a better idea of what needs immediate attention and what can be quickly eliminated.
- Click the down arrow to select the FYI view. Then click the **Go** button or press Enter on the keyboard to filter the Notifications.
- The list returned is much shorter; only the FYI Notifications are displayed.

Acknowledging FYI Notifications

- Select the Notification you wish to acknowledge by clicking in the checkbox next to it.
- Open it by clicking on the **Open** button.
- Look at the message in the Information region: **This notification does not require a response.**
- Although a response is not required, you still need to acknowledge that you have seen the Notification.
 - This is done by clicking the OK button on the right.
- The Notification is then removed from the list.
- The system **automatically** advanced to the next Notification.
- As your FYI notifications appear, you can continue reviewing and removing them from your FYI Notifications Summary, until all have been processed.

Changing the Automatic Setting

- There is a setting you can change so that the next Notification doesn't display automatically.
- Click the Vertical Scroll Bar down arrow located at the bottom of the window and continue clicking the down arrow until you reach the bottom half of the window.
- There is a checkbox next to "Display next notification after my response". If you don't want the next Notification to open automatically, be sure this box is not checked.

References Region

- Also, located at the bottom of the window is the **References** region.
- This region provides viewing access to documents associated with the Notification.
- Most Notifications will have a link for an associated document at the bottom of the window; even the FYI Notifications that don't require a response.
- You can access the associated document by clicking the Open Document icon.
- A white screen will appear while the system accesses the document.
- If you are accessing the document through the application, a note will appear reminding you that you have notifications pending. You will have to close the Note window by clicking **OK** or pressing **Enter** on the keyboard.
- A blank Navigator window appears briefly.
- Then, Navigator window for the responsibility you are using appears briefly.
- Finally, the document appears. From here, you can review any of the windows associated with the document.
- Click the Oracle icon in the upper left corner and select **Close** to exit the document and return to the Navigator.

Returning to Notifications

- There are two ways to return to your Notifications:
 - Click Notifications Summary on the Navigator.
 - Use the status bar at the bottom of the window and select **Notification Details**.
Using the status bar prevents additional browser windows from opening.