

E-Pro Approval Notification:

Notifications are received on the Worklist, via e-mail, or both.

To view a notification from e-mail:

1. Click the link provided in the e-mail.
2. Enter your sign-in information and click **Sign In**.



3. This will open the Requisition Approval page.

To view a notification from your Worklist:

1. Open your Worklist from your home page in the financials module. The list will show the status of all of your requisitions.



2. To see more details of the approval, click the link to the requisition you want to see.



To clear a notification from your Worklist:

1. In your Worklist, click the **Mark Worked** button.



Notes:

Once the Requestor's E-Pro Requisition has been fully approved they will receive notice through their e-mail and/or their Worklist.

Where notifications are received is up to the individual user and selected on the "My System Profile" page.

It is recommended that users select to receive notifications from both e-mail and the Worklist.

