NOTIFICATION UPGRADES

There are very few changes to Notifications in the new upgrade except as indicated below. Please be sure to read the section on Vacation Rules. It is an enhancement that is sure to please.

- Select the notifications you wish to view from the drop-down box at the top of the page. Only the Notifications for that category will display.

- Select the requisition to review by double clicking on the underlined requisition.
• The Requisition Summary for the selected requisition opens. Review the document details by scrolling through the fields.

• Able to view a summary of the line descriptions.

• Review the Approval History for the particular requisition.

• Open the document for more detailed review or to make modifications to the Document. NOTE: Change in the format – double click the Open Document line.

• Forward or Reject the requisition. NOTE: Do not select “approve” or “reassign”.
VACATION RULES

The new TAMS upgrade allows you to establish “vacation rules” which allows your Notifications to be automatically forwarded to another user when you are out of the office for a period of time.

- From the Worklist, select Vacation Rules at the bottom of the page. NOTE: Worklist Access option allows a user that you designate to view your Worklist at all times - not just a designated period of time.
- Select Create Rule at the top of the form.
• Select Requisition from the drop-down box next to “item type”.

• Select “Next” to go to Step 2.
• In step 2, enter the User’s name you wish to receive your Notifications in the box provided. Use Last name first just as you would when forwarding a requisition. Selecting the “flashlight” will offer a short list of Names to choose from.

• Again select “Next” to go to Step 3.
- Enter “Start Date” in the field provided. Be sure to use the exact time of day as indicated. Include hours, minutes and seconds as in military time.

- Enter “End Date” in the field provided. Again be sure to use the exact time of day as above.

- Enter a message in the comments field if you wish.

- Accept the default in “Delegate your response”.

- Select “Apply” at the far right side of the form.

NOTE: The “help” access on this form is excellent if you are not clear on the instructions provided.