



System User Guide

Employee/Line Manager Guide – How to view and respond to notifications

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Introduction

This guide covers key tasks for **Employee** and **Line Managers** in 'How to view and respond to notifications' system process.

Before you begin, make sure you know...

1. Some processes will require approval from others. In some instances an approval can pass through many levels of the organisation.
2. If you belong to a user group where multiple peers could get the same notification as you (for example, Finance Manager), **please go into the system** to check if someone else has already approved the notification. Otherwise, if you try to approve directly from your email, you might receive an error message.
3. To view an employee's approval routes,
 - a. Go to **Me**, then **Directory**
 - b. **Search** for the employee
 - c. Click on **Representatives**

In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips is provided within the 'In Detail' section.

How to view and respond to notifications

1. From the Home page, click the **Bell** icon on the top right corner.
2. Click on **Show All** to view all your notifications in one place.
3. Here, you can click on **Assigned to Me** to view all the tasks assigned to you, **Created by Me** to view the ones you created and **All** to see them all at once.
4. To remove notifications that are no longer valid click '**Dismiss**'.
5. To view the notification in more detail click on the link, a new window will populate where you can **Mark as Complete**, **Mark as not Applicable**, **Withdraw** and also add **Comments or Attachments**.

How to view worklist and monitor approvals

1. From the Home page, click the **Bell** icon on the top right corner.
2. Click on **Show All** then select **worklist**.
3. Select **Initiated Tasks**.
4. Select the title **link** for the relevant process.
5. Scroll to the **Approval History** section.
6. The highlighted approver is the next person due to review the notification.

Approve/Reject notifications

1. From the Home page, click the **Bell** icon on the top right corner.
2. The pop up notification will display brief details about the request. From here you can choose to **Approve** or **Reject** immediately.
3. Alternatively for further information, click onto the notification and a new window will appear. You can continue to **Approve** or **Reject** from here.
4. When you have confirmed your choice, the notification will be removed.

FYI notifications

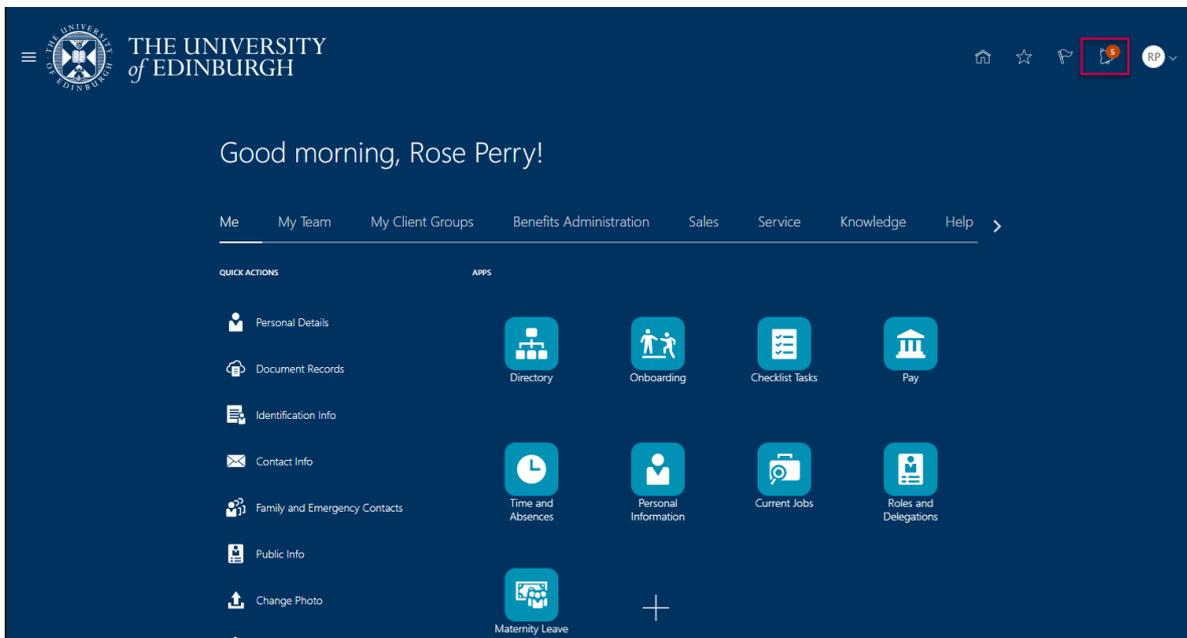
1. From the Home page, click the **Bell** icon on the top right corner.
2. The notification will show **FYI** and give a brief overview informing you of what has happened.

In Detail

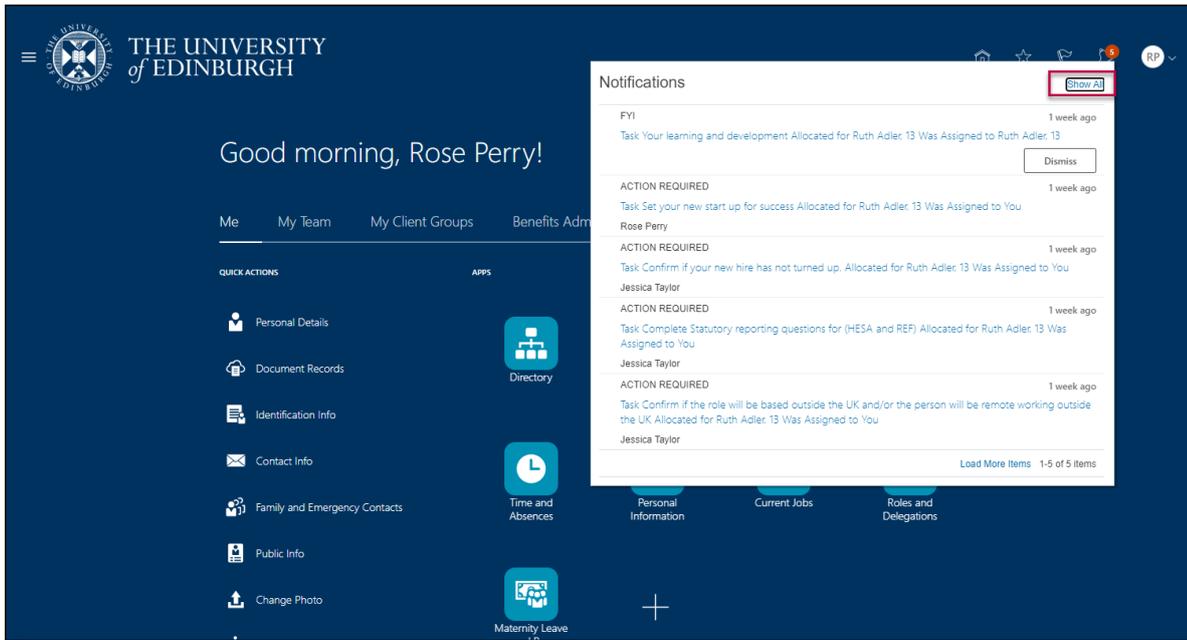
This section provides the detailed steps and includes relevant screenshots from the system.

How to view and respond to notifications

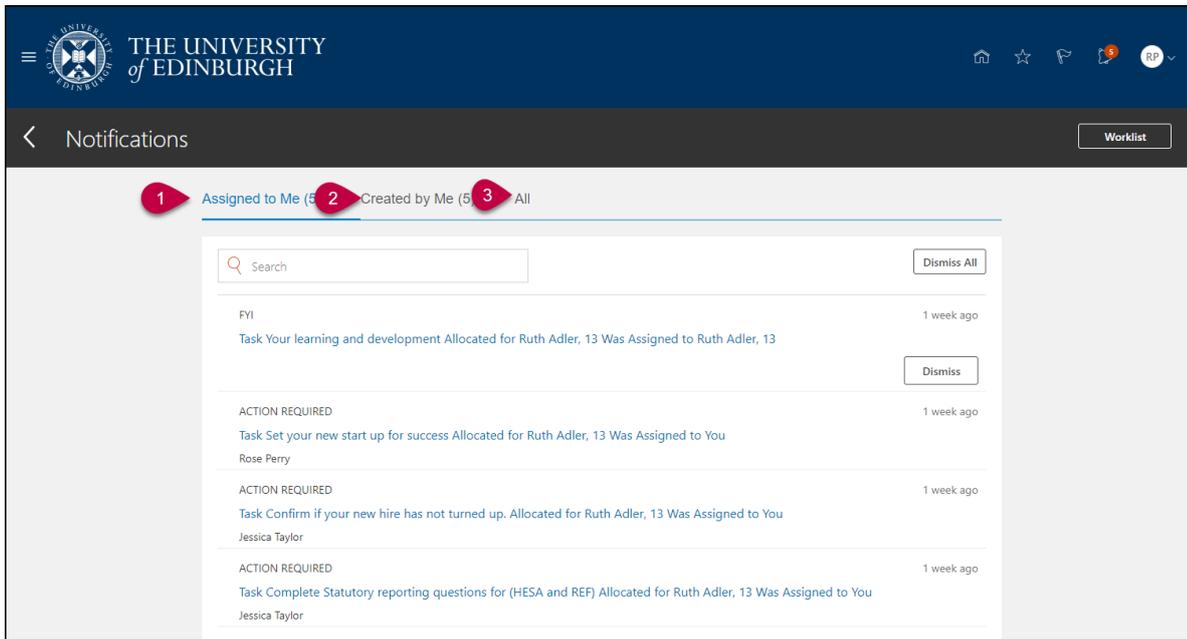
1. From the Home page, click the **Bell** icon on the top right corner.



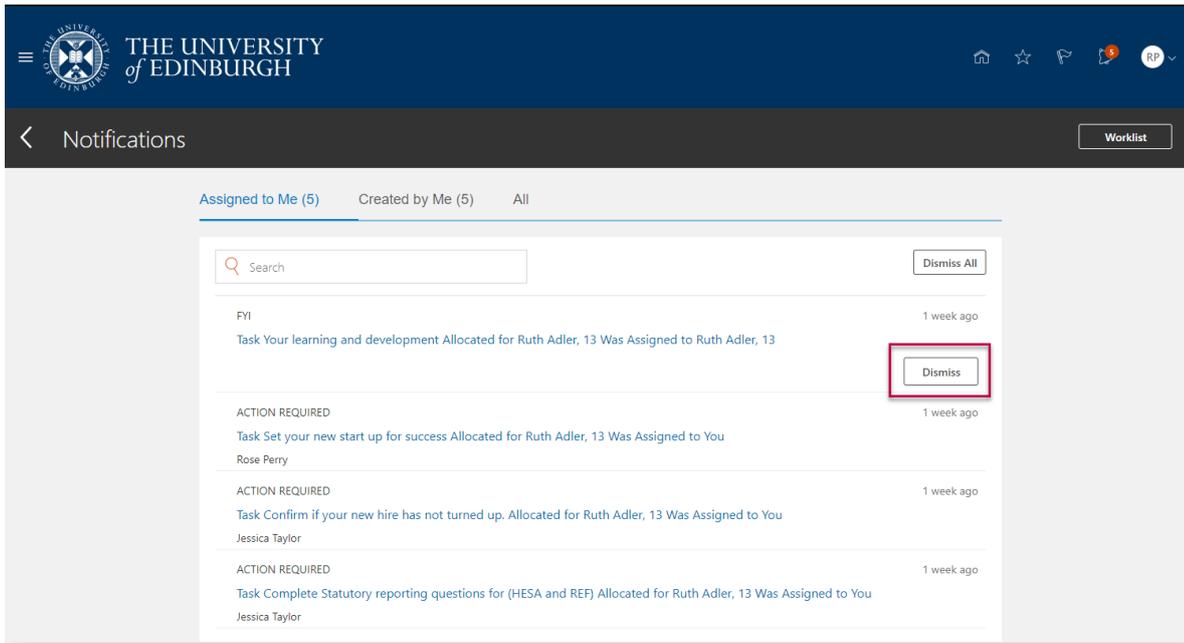
2. Click on **Show All** to view all your notifications in one place.



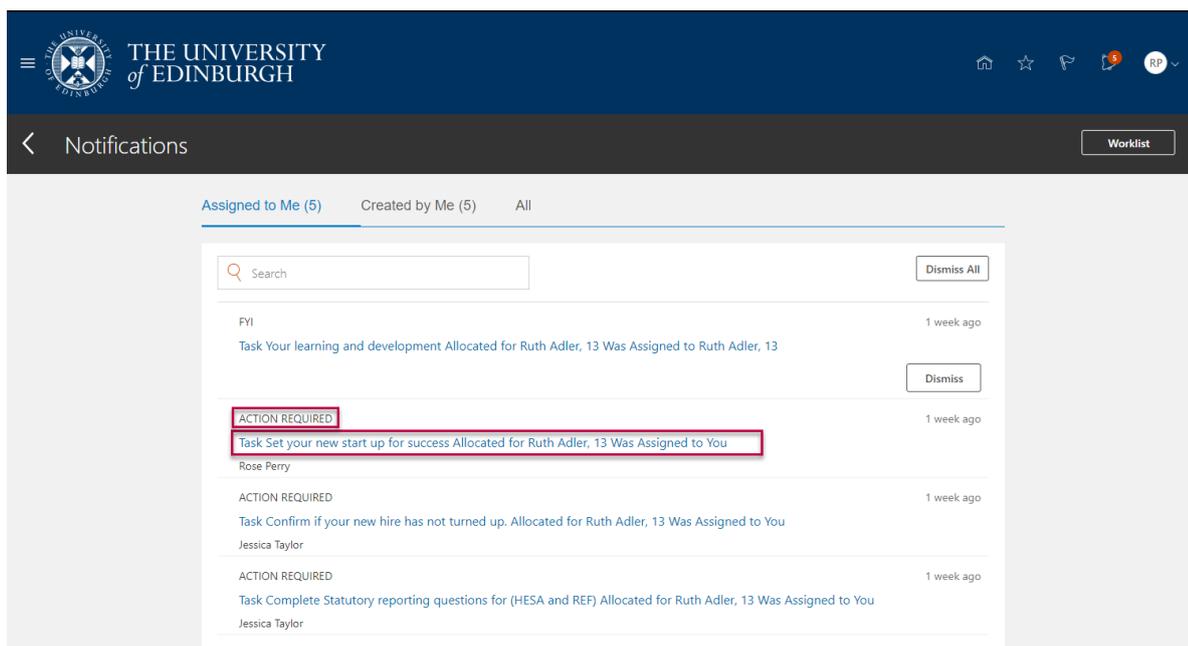
3. Here, you can choose different views:
- a. **Assigned to Me** to view all the tasks assigned to you
 - b. **Created by Me** to view the ones you created
 - c. **All** to see them all at once.



4. For notifications that do not require further action you can click on **Dismiss**.

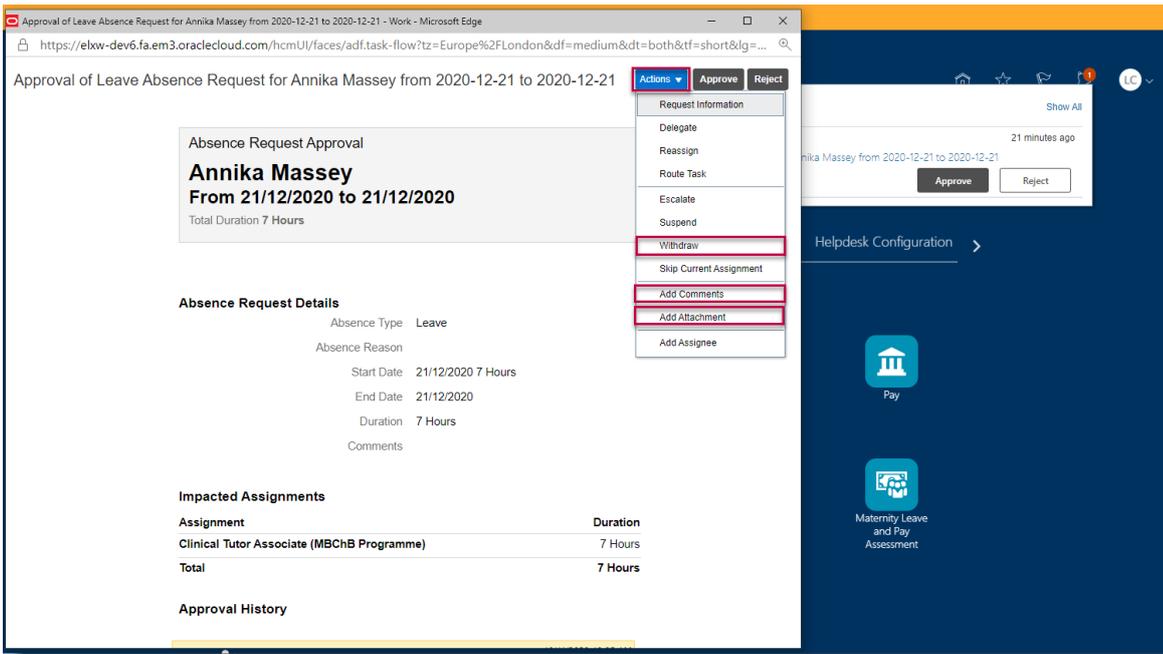


5. For notifications that are listed with '**Action Required**' simply select the notification and a new window will appear.

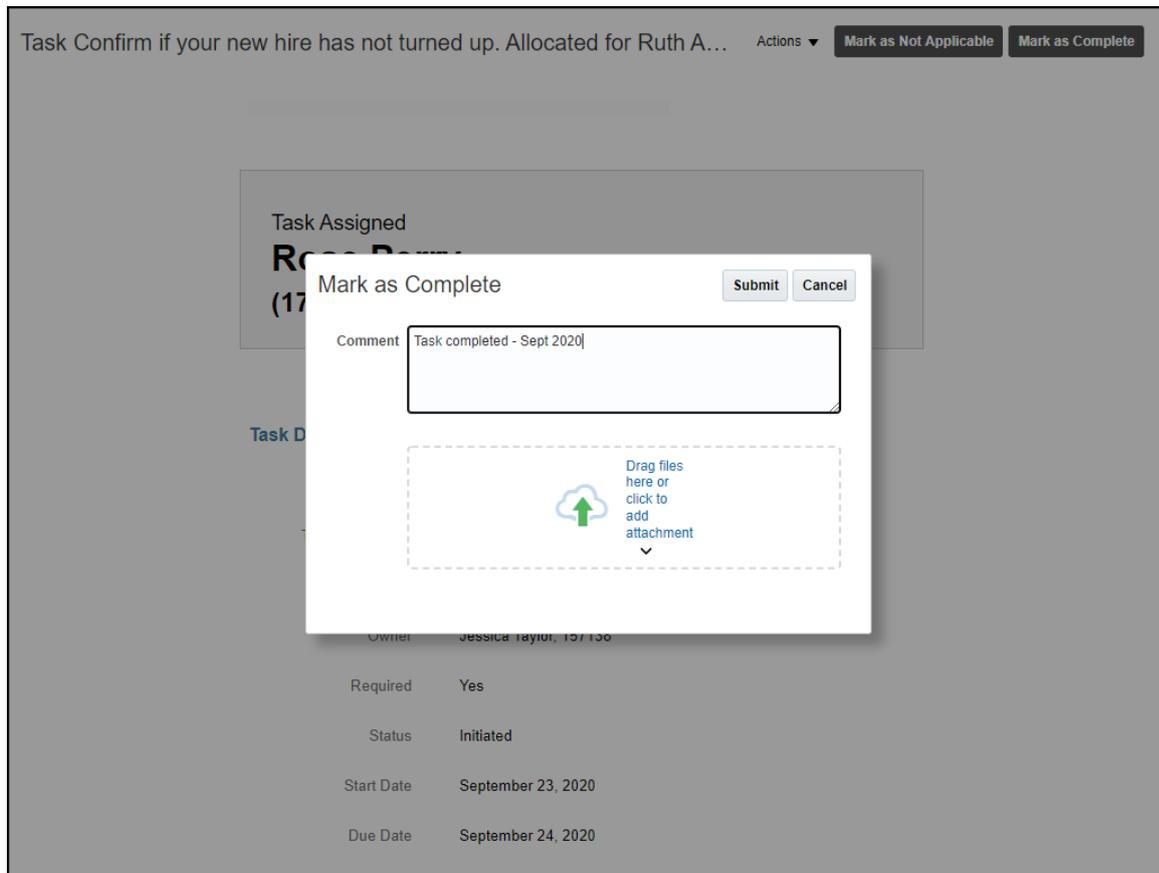


6. From here you can select the '**Actions**' button allowing you to:

- Add comments
- Add an attachment
- Withdraw

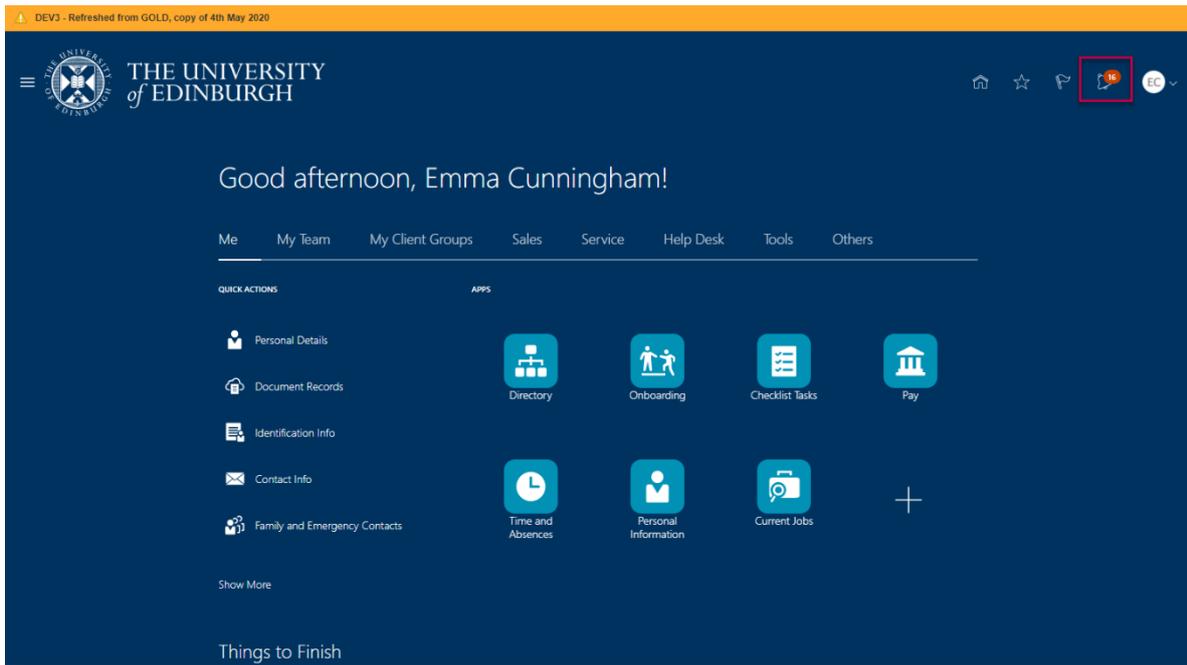


- You also have the option to **Mark as Not Applicable** or **Mark as Complete**. When you select either of these you are presented with a comment box to be completed and the opportunity to attach supporting documents if they are required.

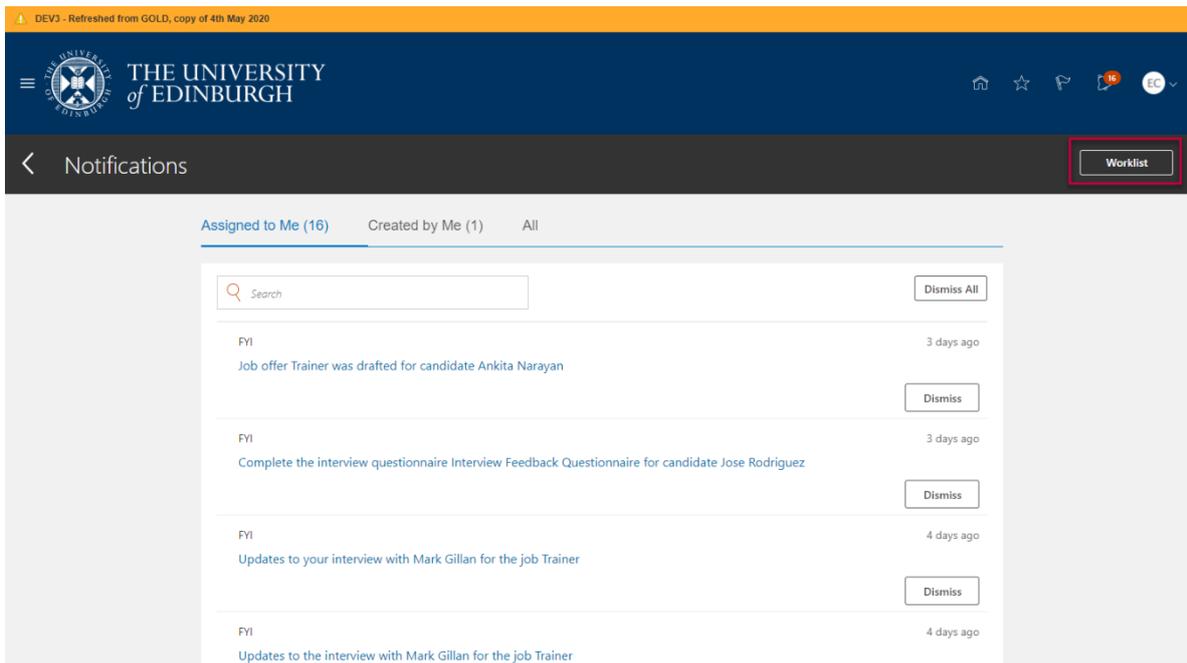


How to view worklist and monitor approvals

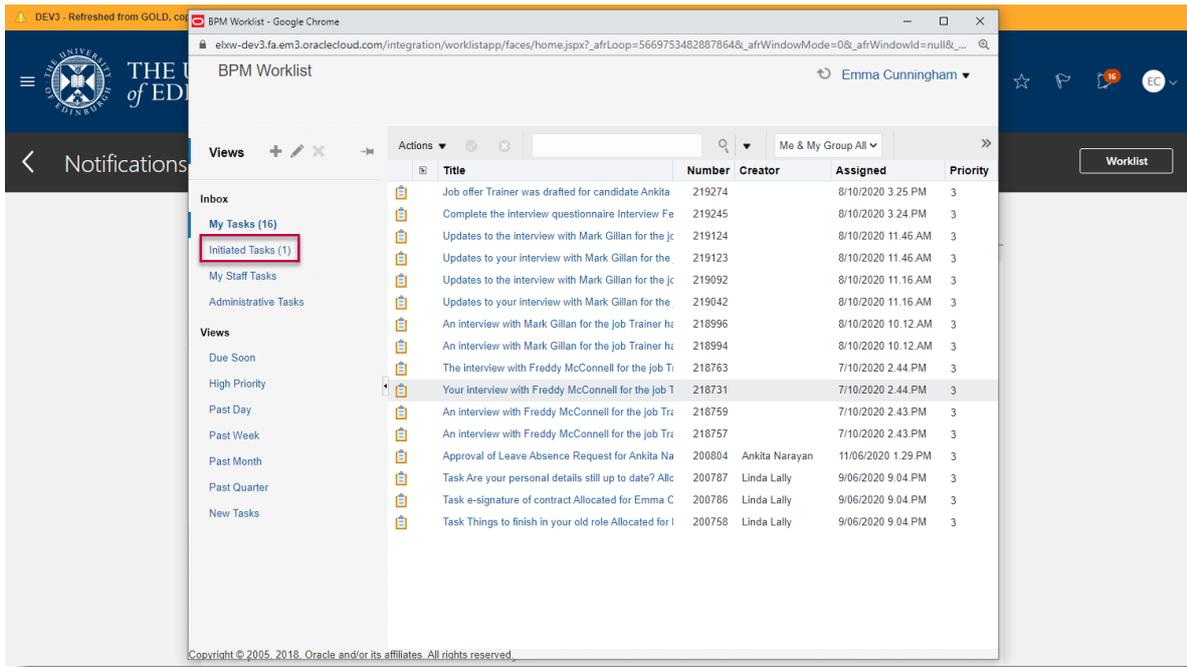
1. From the Home page, click the **Bell** icon on the top right corner.



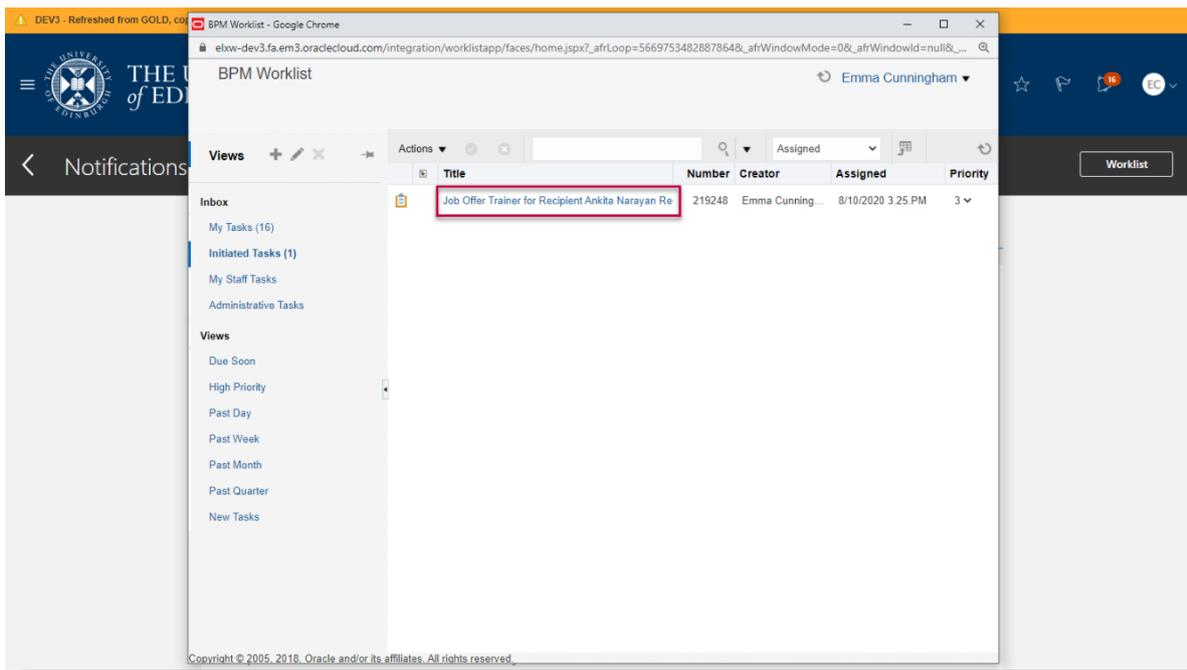
2. Click on **Show All** then select **Worklist**.



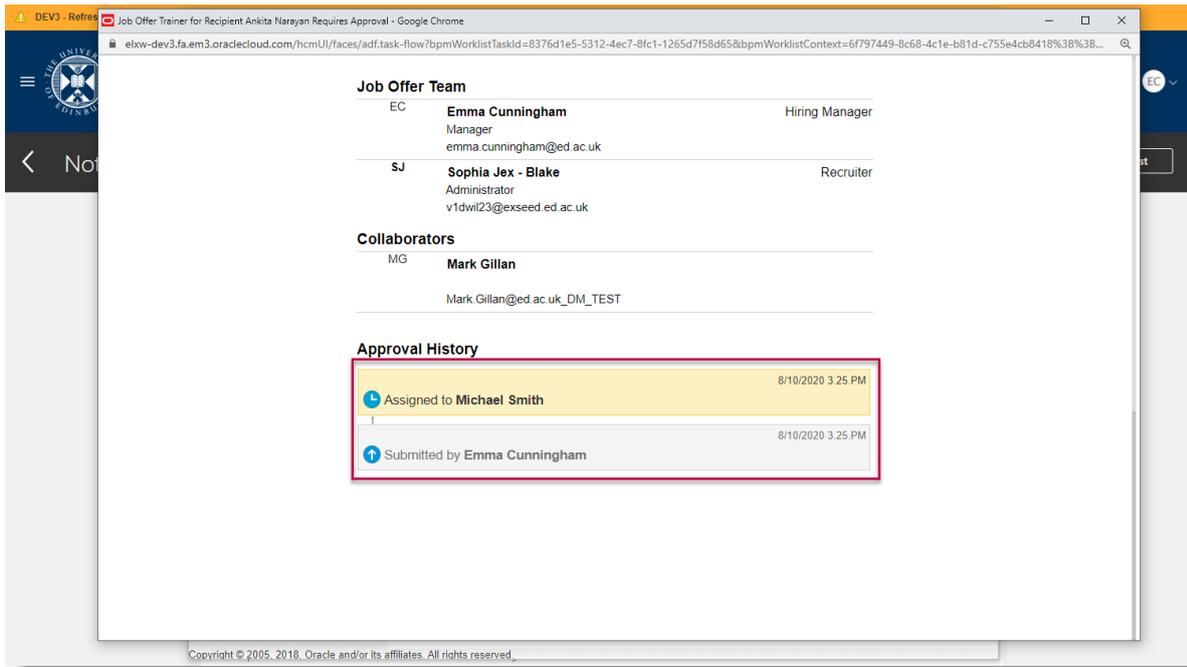
3. Select **Initiated Tasks**.



4. Select the title **link** for the relevant process.



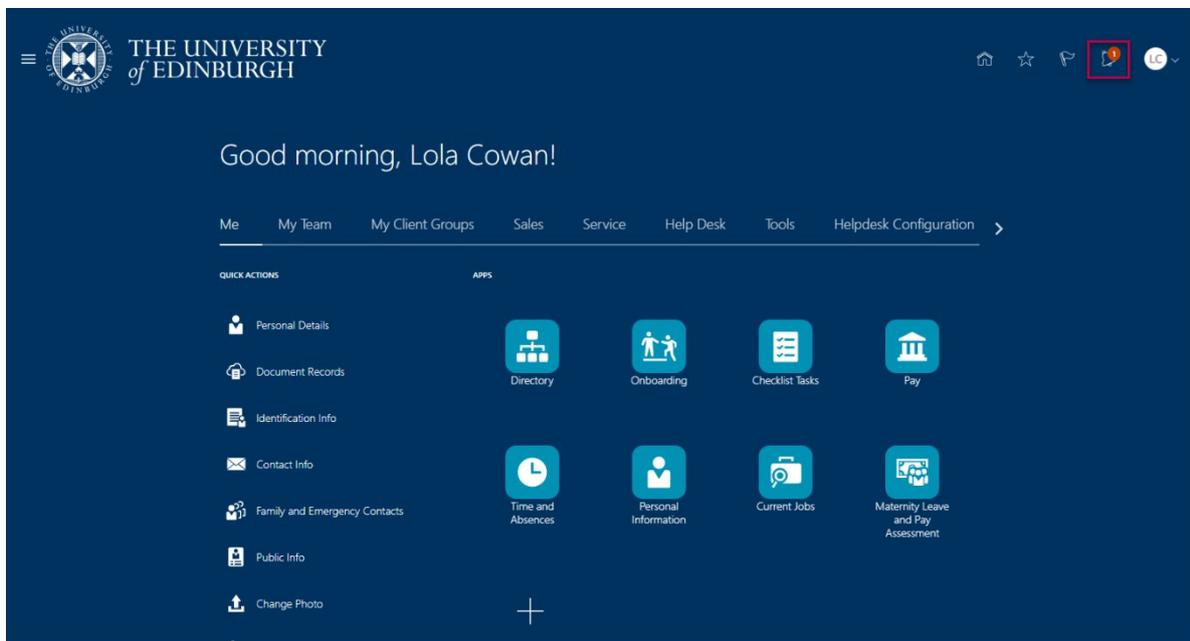
5. Scroll to the **Approval History** section.



The highlighted approver is the next person due to review the notification.

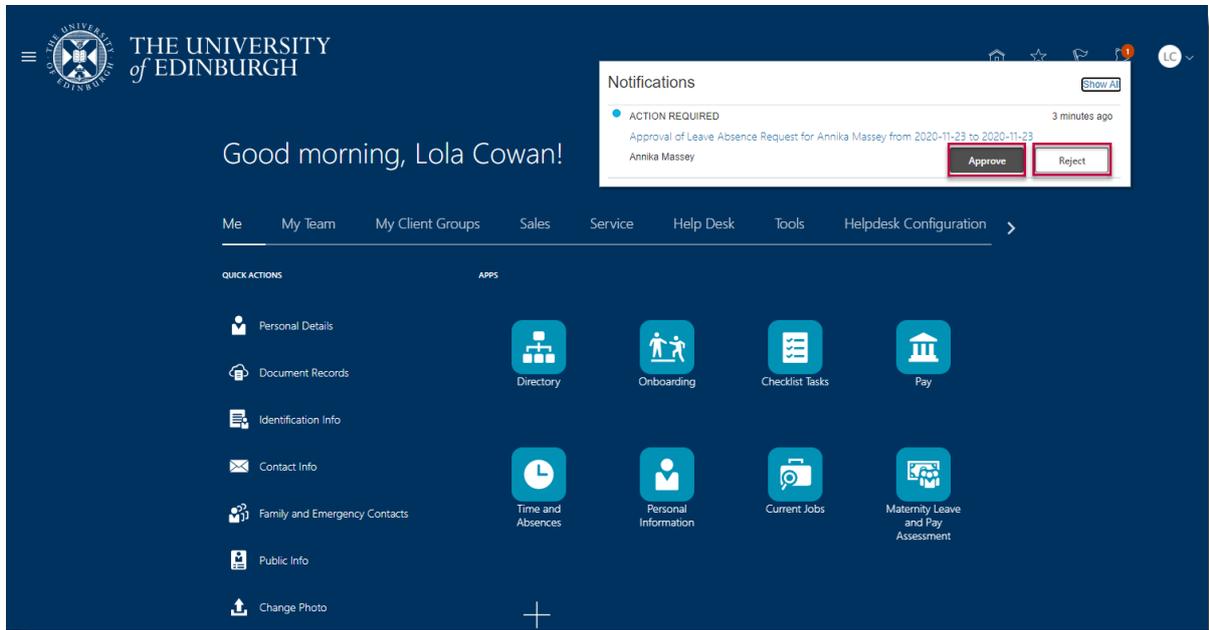
Approve/Reject notifications

1. From the Home page, click the **Bell** icon on the top right corner.

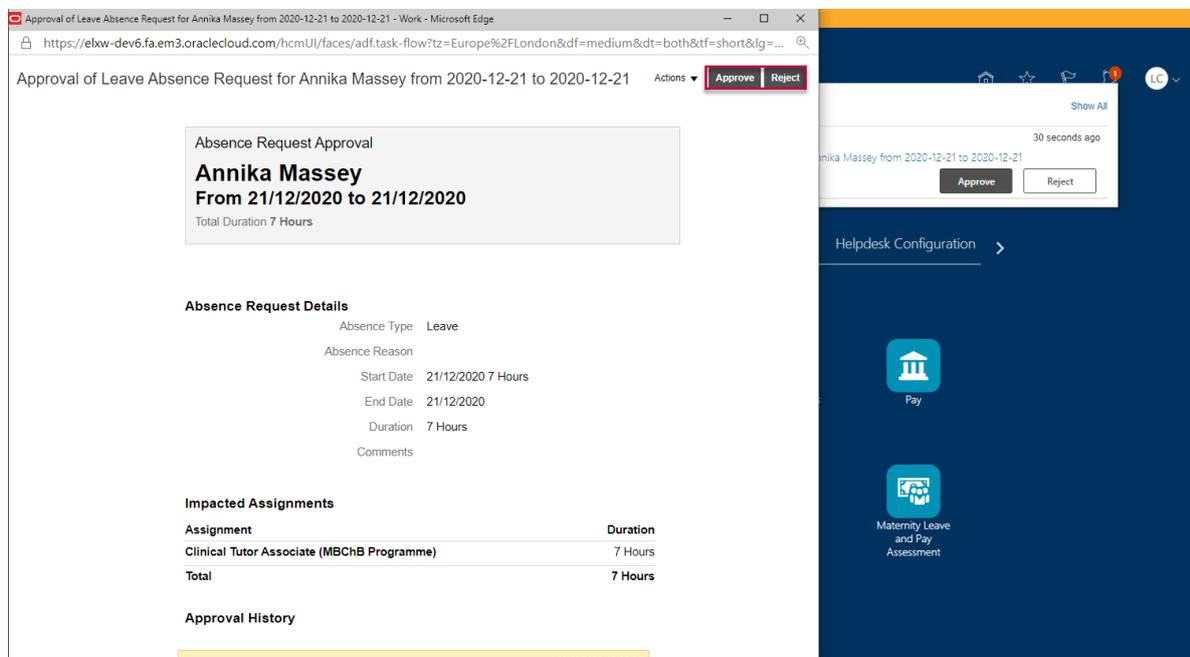


2. The notification will appear with brief details about who is requesting action and about what. In this example it is a leave request and the notification shows the name of the employee and the dates of leave.

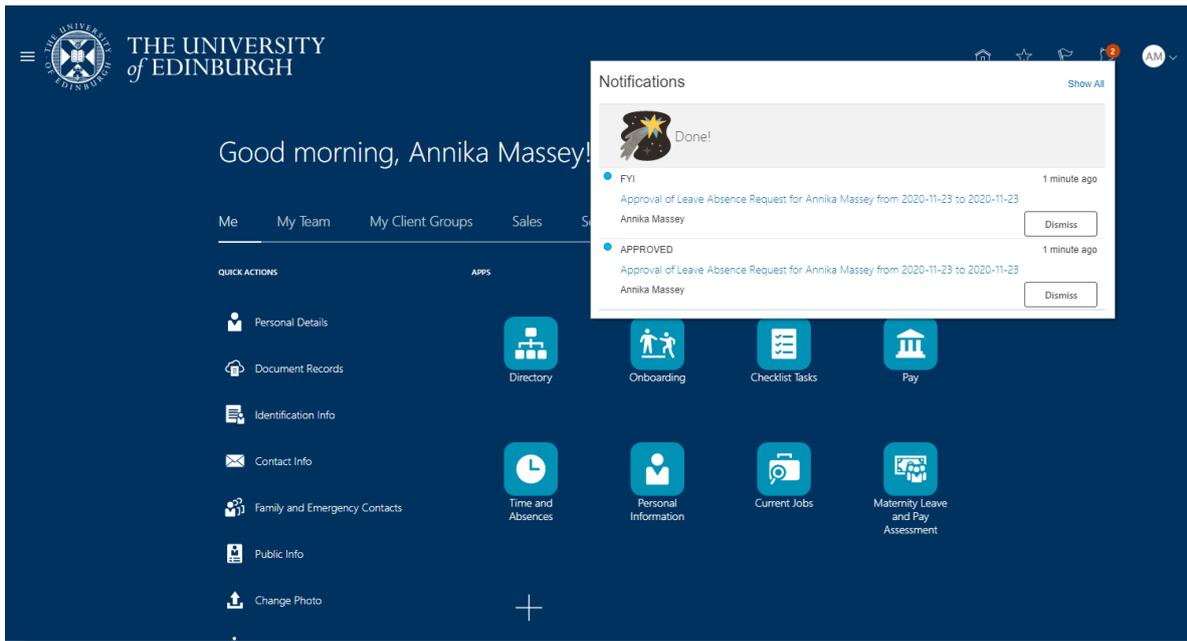
From here you can choose **Approve** or **Reject**.



3. If you want to see more information about the request you can click onto the notification. A new window will appear and from here you can continue to **Approve** or **Reject**.

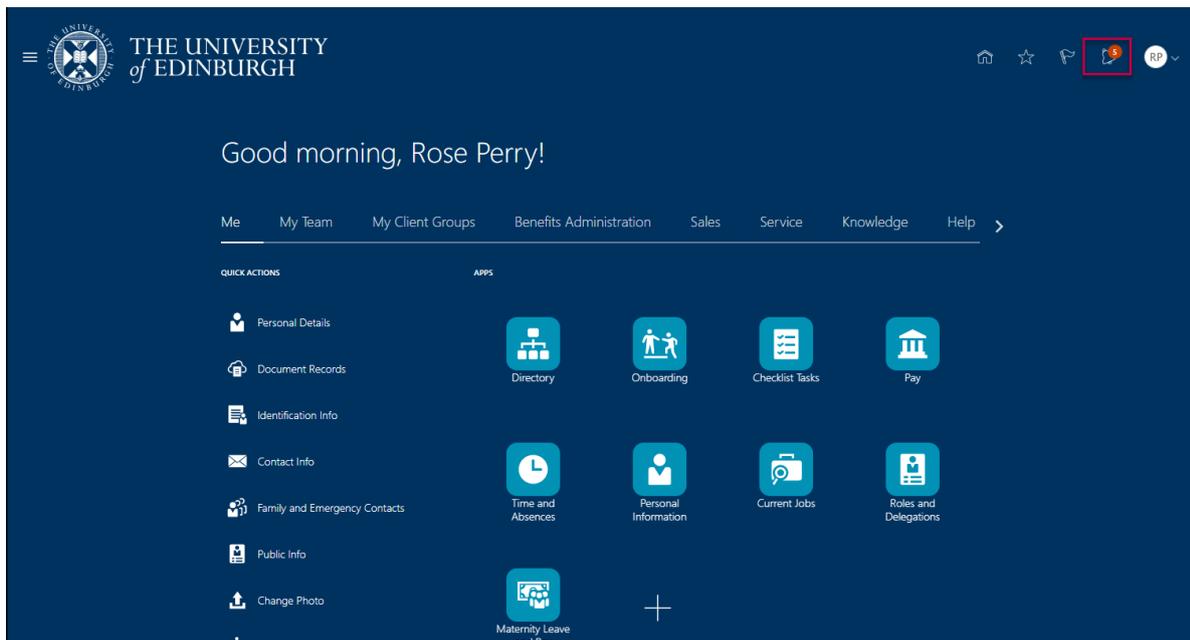


4. When you have confirmed either **Approve** or **Reject** the original request will be removed from your notifications.

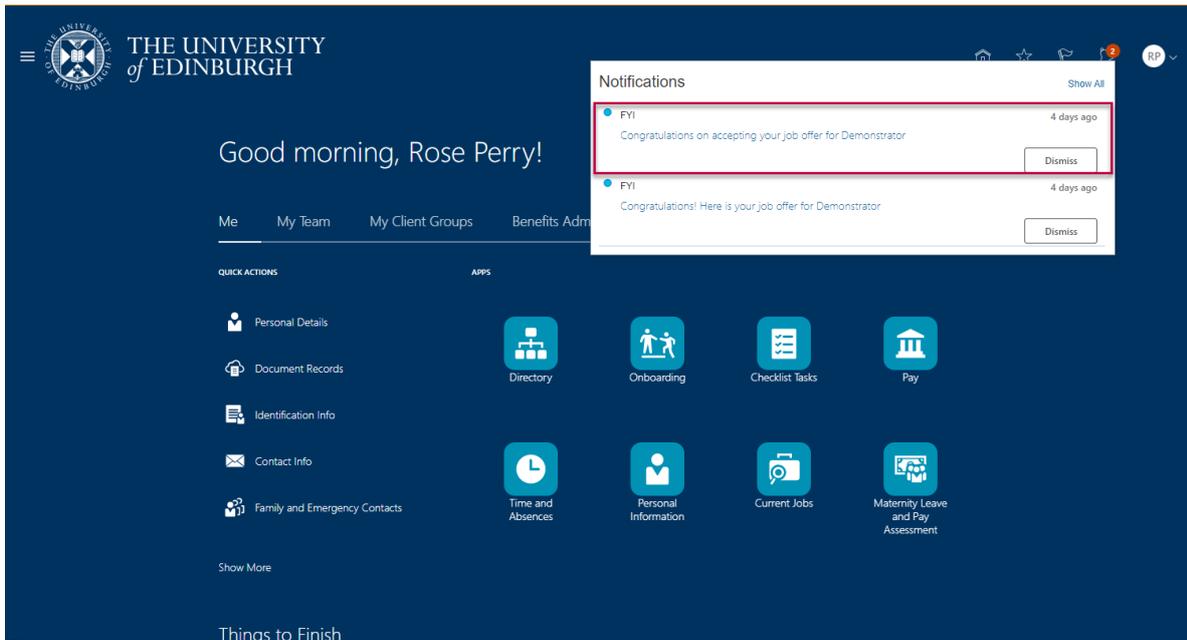


FYI notifications

1. From the Home page, click the **Bell** icon on the top right corner.



2. The notification will appear with **FYI** and brief information but no further action is required. Select **Dismiss** to remove it from your notification list.



Version History

Version	Date	Description	Approved By
1.0	February 2026	Updated guide to new format	RM/SK

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.