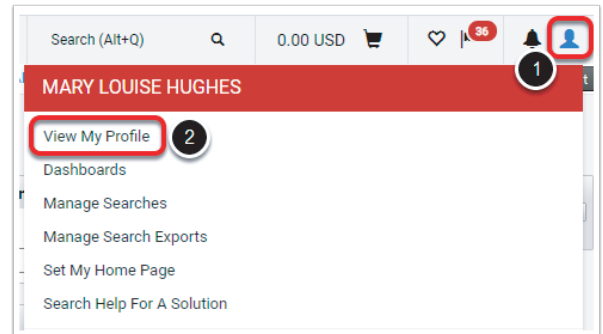


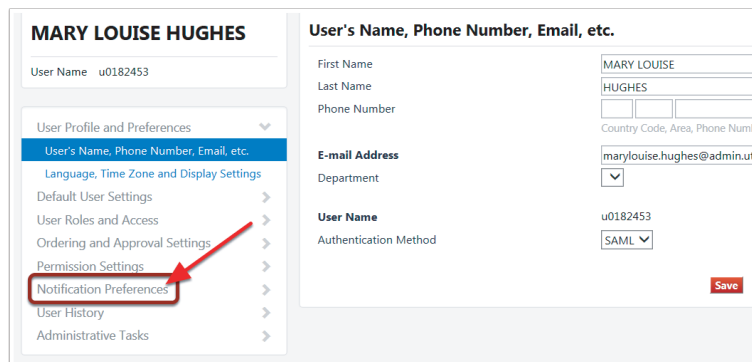
UShop Approvers may choose how they are notified about pending approvals.

A. Log into the UShop home shopping dashboard.

1. Click on the profile icon in the upper toolbar.
2. From the drop down menu, select *View My Profile*.

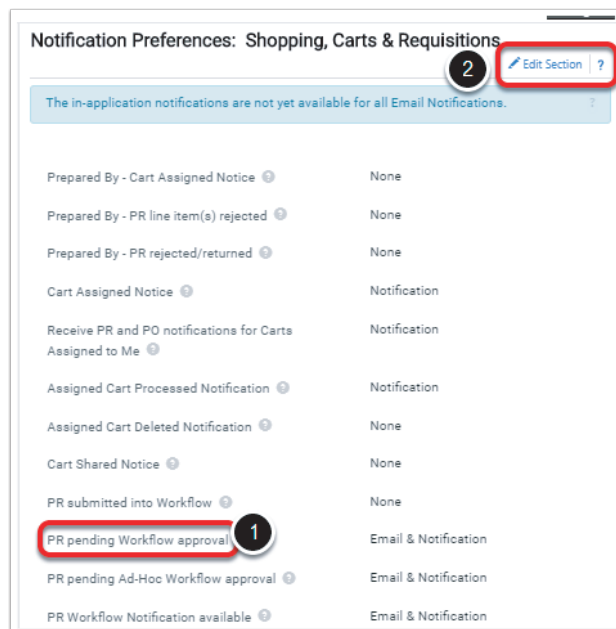


B. From the menu on the left side of the page, click on Notification Preferences.



C. Edit

1. Select *PR Pending Workflow Approval*.
2. Click on *Edit Section*.



D. Select Preferences

1. Click on the *Override* button, then open the drop down menu to view the notification options.
 2. The option you select is based on your role in the approval process for your department.
- If you have delegated all approval authority and you do not need to receive email notifications for approvals, select either *None* or *Notifications*.
 - If you are responsible to approve UShop requisitions, select *Email & Notification*.

PR submitted into Workflow ? ☒ Default ☐ Override 1 None

PR pending Workflow approval ? ☐ Default ☒ Override Email & Notification ✓

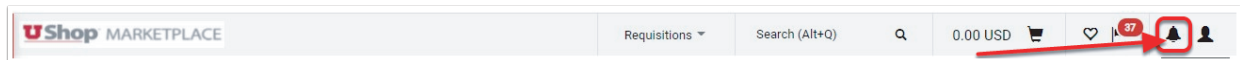
PR pending Ad-Hoc Workflow approval ? ☒ Default ☐ Override None

PR Workflow Notification available ? ☐ Default ☒ Override Email

Notification

Email & Notification 2

NOTE: *Notification* refers to an internal message in UShop. Notifications are viewed from the flag icon in the upper tool bar of the home dashboard.



E. Repeat as needed

- Repeat steps 3-4 for other needed notifications, such as *PR pending Ad-hoc Workflow approval*.
- Details about an approval step can be viewed by clicking on the "?" to the right of the title.

PR pending Ad-Hoc Workflow approval ? Email & Notification

PR Workflow Notification available ? Email & Notification

PR Workflow complete / PO created ? Notification

F. Save

Click on the *Save Changes* button in the lower right hand corner of the page.

Save Changes Cancel

Your notification preference selections have been saved!