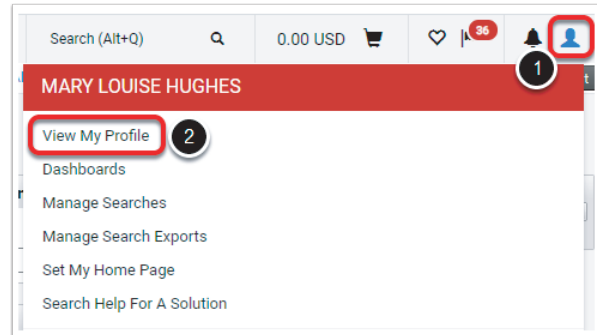


UShop Approvers may choose how they are notified about pending approvals.

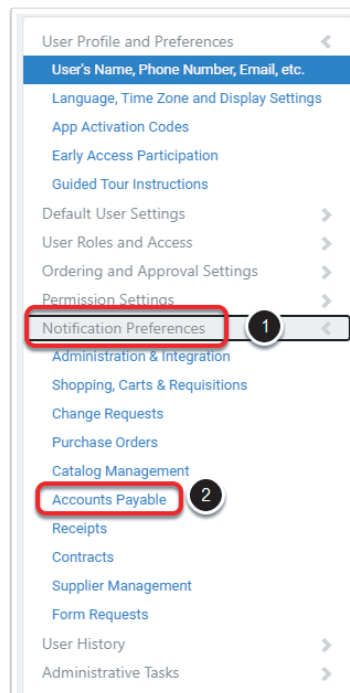
1. Log into the UShop home shopping dashboard.

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



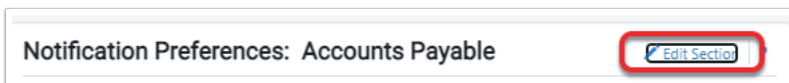
2. From the menu on the left side of the page, click on:

1. *Notification Preferences*
2. *Accounts Payable*



3. Edit

Click on *Edit Section*.



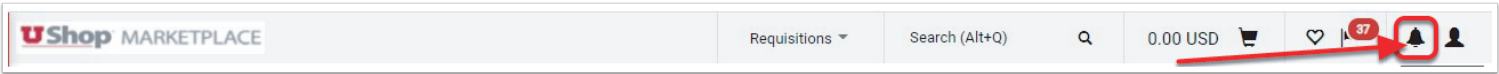
4. Select Preferences

- 1. Look at Invoice Pending Workflow Approval.
- 2. Click on the Override button, then open the drop down menu to view the notification options.
- 3. 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*.

Notification Preferences: Accounts Payable

Invoice submitted into Workflow ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification
Invoice Workflow Notification available ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification
Invoice pending Workflow approval ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<div>Email & Notification None Email Notification Email & Notification</div>
Invoice Workflow complete ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	
Invoice Workflow Step error notice ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	
Invoice line item(s) rejected ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

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



5. Repeat as needed

- Repeat steps 3-4 for other needed notifications, such as *Invoice returned*.
- Details about a notification step can be viewed by clicking on the "?" to the right of the title.

Invoice rejected ?

None

Invoice returned ?

Email & Notification

New Message - Payment ?

None

6. 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!