

## ADJUSTING PREFERENCES TO STOP APPROVAL EMAIL NOTIFICATIONS

**QUICK REFERENCE GUIDE GEN-03** 

## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to show the steps to turn off email notification of items needing my approval in the North Carolina Financial System (**NCFS**).

## Adjusting Preferences to Stop Approval Email Notifications

Click Notification Bell, then click worklist.

1. You are using the Dress Rehearsal (DEV12) environment, refreshed from PROD on	
	습 ☆ 두 🐥 📵
K Notifications	₩/orklist
Assigned to Me (92) Created by Me (0) All	
Q Search	Dismiss All
ACTION REOUIRED Journal Batch Manual 2336690 04-OCT-2023 17:22:13 (5.00 USD) from Muhammad Hamza Hanif Requires Approve Muhammad Hamza Hanif Approve	30 minutes ago
ACTION REQUIRED Journal Batch DR_RPT-CM-005_090000P Spreadsheet A 300000078058954 2711923 N (643.87 USD) from Palak Jain Req Approval	10 hours ago equires
Palak Jain	Dismiss
ACTION REQUIRED Journal Batch RPT-CM-005_063706P Spreadsheet A 300000078058954 2711900 N (291.40 USD) from Palak Jain Require	10 hours ago res Approval
Palak Jain	Dismiss

Once in worklist, choose the dropdown beside your name in the upper right corner and select preferences.



NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



← C ♠ https://emzn-dev1	https://emzn-dev12.fa.us8.oraclec	oud.com/integration/worklistapp/faces/preferences.js	рх		Aø	¢)	£≞	÷	g	(
NC NC OSC 🦚 FBP-New Sharepoint 🛅	ORACLE BPM Worklist		69	RANDY SMI	TH 👻 📖	ources	<b>13</b> R	R1 QRGs	>	0
🛆 You are using the Dress Rehearsal (DE			My Rules Other Rules Certificates	Notification	Accessibility					
= CNCFS	Rules     Vacation Period (Disabled) My Rules	Vacation Period : 00796023	y enabling a vacation date range.	La	Save Rever	t ☆	P	Ç.		*
K Notifications		Optionally, more specific vacation rules can be crea	ed under "My Rules".					Worklist		•
As		Enable vacation period								
		Start Date								+
		End Date	٩							
		O Delegate to:								
										4
	Copyright © 1997, 2022, Oracle and/or its affiliate	15.								
P Search	🖬 🐂 💁 🔕 🖷 🕯	i 📲 🧉 😳 🕫 💷 💆	0			^ •	Q 🤞	ଚି ଏ× 🗩	5:13 P 10/5/202	13 D

Once Preferences opens, select the Notification tab.

Here you will see the ways set up for you to receive notifications for items requiring your approval.

🌒 r	) 🗖 🖸 Oracle Fusion Clou	u 🖸 BPM Worklist - Work - Microso	oft Edge				- 0 :	<			- 0	×
← (	C https://emzn-dev	1 🗘 https://emzn-dev12.fa	.us8.oracleclo	ud.com/integration/worklistapp/faces/preferences.jsp	xc		Α	ch (	£`≡	Ē	~~ ···	b
NC NC O	SC 🤹 FBP-New Sharepoint 📋	ORACLE BPM	Vorklist			RANDY S	MITH 👻 📖	Durce	es 🚯	R1 QRGs	>	0
🛆 You	are using the Dress Rehearsal (DB				My Rules Other Rules	Certificates Notificati	on Accessibilit	y 📒				
≡∠	NCFS.	Available Channels						☆	Þ	Ç <mark>92</mark>		
		View 👻 🎴 🥒 💥 🖂	(2)									±1
,	N	Name	Туре	Address			Default					
<	Notifications	Browser Popup	POPUP	00796023			<b>v</b>			Worklis	t	•
		🔀 Business Email	EMAIL	RANDY.SMITH@OSC.NC.GOV			×					0
	٨٥											
	A5											
		Messaging Filters										+
		View 🔻 🔮 🖉 💥 💈	2 Q Q	3								
		Name	Descriptio	n			Enab	le 📩				
		1 m					-					
												-
		Copyright © 1997, 2022, Oracle an	d/or its affiliates.									* 563
	Ø Search	) 🖬 🐂 😰 🍳	× •	📲 📦 😳 🕫 📮 💆	2			~ •	·	୍ଲି ଏ× 🔳	5:14 F 10/5/20	PM 23

۵ (	🗘 🔲 🧧 Oracle Fusion Clou	BPM Worklist - Work - Microso	off Edge		-		×				- 0	×
4	C 🙃 https://emzn-dev1	https://emzn-dev12.fa	.us8.oraclecloud.com/integration/worklistapp/faces/preferences.jsp	px			A»	ф	£`≡	٦.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	. (
NC NC	OSC 🦚 FBP-New Sharepoint 🚩	ORACLE BPM V	Vorklist		RANDY SMI	TH 🔻	(***)	ources	ß R	1 QRGs	>	a
A You	u are using the Dress Rehearsal (DE			My Rules Other Rules Cer	rtificates Notification	Accessit	oility					î 🗸
≡<	NCF5	Available Channels						☆	Þ	Ç <mark>92</mark>		
		View 🔻 🕒 🖉 🖉	2									1
1	Matifications	Name	Select a channel below to set or unset as default messaging channel.			Defau	It					
< <u> </u>	Notifications	Browser Popup	POPUP 00796023			~				Worklist		· ·
		🖂 Business Email	EMAIL RANDY.SMITH@OSC.NC.GOV			<ul> <li></li> </ul>						
	As	\$										
	-	A Messaging Filters										
		View 🔻 🎽 🖉 🚿	( Y & Ø			12						
		Name	Description			En	able					
		< <					•					
												C
		https://emzp.dev12.fa.uc8.oraclecl	oud.com/cdnmercaning/uperprefe-ui/facer/web/devicer.jpn//banner-falce//devicer.jpn									5

Highlight the email row and select the button shown below.

This will remove the green default check from that row and you will NOT receive email notifications for items that require your approval.

0	Oracle Fusion Cl	ou 🖸 BPM Worklist - Work - Mic	crosoft Edge					-		×	]			- 0	$\times$
← (	https://emzn-de	v1 🗇 https://emzn-dev1	2.fa.us8.oracleclo	ud.com/integration/worklistapp/faces/prefer	ences.jspx					$A_{\mathcal{P}}$	C)	£^≡	œ	~~· ~~	· (b)
NC NC OS	C 🤹 FBP-New Sharepoint	ORACLE BPI	M Worklist				69	RANDY SM	ITH 👻		ources		R1 QRGs	>	a
A You a	re using the Dress Rehearsal (I	DE			My Rules	Other Rules	Certificates	Notification	Access	ibility					
≡∠	NCFS	Available Chann	els	l≱.							☆	Þ	Ç92		-
		View + Y / K	No.	Address					Defe						ž.
<	Notifications	Browser Popup	POPUP	00796023					Jere	•			Workli	st	0
		🔛 Business Email	EMAIL	RANDY.SMITH@OSC.NC.GOV											0
	A	-													
		Messaging Filter	rs												+
		View 🔻 🤷 🖉 🗶	7 2 0	0											
		Name	Descriptio	n					E	Enable					
		4													
															_ 🛱