

Send Notifications Quick Reference Guide

PAF Authorization Page

PAF ID: 0000478 PAF Date: 02/02/2008 PAF status: Pending Approval

Routing Status: [Dropdown]

Approval History Table:

User ID	Name	Title	Department	Telephone	Action	Routing	Date/Time	Comment	Status
1 MFRANKLN	Franklin, Mary	Dept Tech Mgr	612250000	404413-3039			02/02/08 12:03:34PM		Pend Appr.

Step 1:

Click on Notify button located at the bottom of page.

Send Notification Page

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Lookup Recipient

To: [Field]

CC: [Field]

BCC: [Field]

Priority: [Dropdown]

Subject: <Enter Subject here>

Template: Workflow Notification

Text: Priority: %NotificationPriority

Message: [Field]

Buttons: OK, Cancel, Apply

Step 2:

Send Notification Page Displayed. Click on [Lookup Recipient](#) link.

Lookup Address Page

Recipient Search

Name: Jones [Field] Search

Search Results Table:

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jones, Debbie Rugina	debbiejones@gsu.edu	ALUDRJ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jones, Elizabeth Rachel	bethjones@gsu.edu	VPFERJ
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jones, Laurie L	ljones@gsu.edu	DBALLJ
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jones, Timothy D	tjones@gsu.edu	HCSTDJ

Add to Recipient List

Recipient List

To: Franklin, Mary K/FINMKF

CC: [Field]

BCC: [Field]

Step 3:

Lookup Address Page Displayed. In the Name box, type in last name of person you wish to notify and press Search.

After you press Search, the Search results section will display all the names fitting the description you typed.

Select the delivery position (i.e., To, cc, bcc), then click on the Add to Recipient List and the recipient(s) will appear in the Recipient List

Press OK button at bottom of screen.

Send Notification Page

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: Franklin, Mary K/FINMKF; Jones, Elizabeth Rachel/VPFERJ

CC: Jones, Laurie L/DBALLJ

BCC: [Field]

Priority: 1-High

Subject: ePAF for Lois Lane

Template: Workflow Notification

Text: Priority: %NotificationPriority

Message: Please review and approve the ePAF for Lois Lane.

Step 4:

Send Notification Page Displayed. Recipients defaults in from previous page.

Select High for Priority

Type in Subject

Type in Message

Press OK button at bottom of Screen to send notification and exit page.

Notes To Remember:

- > The Notify button is used to send an email.
- > The notification process is not automatic.
- > You can utilize a linear business process and email multiple recipients at once, or a vertical approach by emailing the next approver in your process.
- > You may send one email listing all PAFs which require approval in lieu of sending multiple notifications.