

Notifications are used in Themis to advise you that an item requires your attention/action (e.g.: an application for leave of absence that requires approval), or to advise you that an application has been sent to your supervisor for action. Notifications will appear in the Worklist segment of your Personal Home Page.

Worklist			Full List
From	Subject	Sent	
SYSADMIN	Leave Of Absence for LASTIC, LUCY has been approved.	05-Aug-2008	
SYSADMIN	UOM Class enrollment has been forwarded to ESTER, POLLY	05-Aug-2008	
ESTER, POLLY	UOM Class enrollment is approved	05-Aug-2008	
SYSADMIN	You have been booked for Class Afternoon Tea for Team Leaders 14-OCT-08	14-Aug-2008	

Types of notifications

There are a number of notification types in Themis, with the action required varying between the types.

- **Open notifications** are the most recent notifications that require your attention (includes both notifications for information only as well as those that need action).
- **FYI notifications** are notifications for information only and do not require any action (e.g.: notification that a report has completed, or your application for leave of absence has been forwarded to or approved by your supervisor).
- **Notifications From Me** are notifications that have been generated by you (e.g.: your application for leave or training has been forwarded to your approver).
- **To Do** notifications require you to action a request/application (e.g.: request to approve leave of absence by a staff member in your hierarchy or internal order requiring financial approval).

To view notification details

Click on the subject link for the notification you would like to view.

From	Subject
	Internal Order : 222216 Requires Payment Approval
	Invoice 147852 03 for ASSIST PTY LTD requires your approval.

This will take you to the Notification Detail screen, where you can view additional information (such as notes/comments or approval history), or action the notification.

Internal Order : 222216 Requires Payment Approval

To: CHA, TI
 Sent: 14-Aug-2008 11:43:14
 Due: 25-Aug-2008 11:43:14
 ID: 10472587
 Receipt Confirmed by: OFFICER12

Order Line	Shipment Line	Quantity	UOM	Unit Price	Line Amount	Comments
1	1	1	EA	250.00	250.00	

It is the Approving Officer's responsibility to ensure that this purchase is made in accordance with [The University of Melbourne's policy and procedures](#).

Action History

Num	Action Date	Action	From	To	Details
1	14-AUG-2008 11:43:14	Submit	OFFICER12	CHA, TI	

References

[Open Document](#)

Response

Approver Comment:

Forward To Name:

[Return to Worklist](#)

To remove a notification from the Worklist

Once a notification has been actioned (i.e.: approved, rejected or reassigned) it will automatically be removed from the Worklist. To remove an FYI Notification, open the notification and click on the **OK** button in the Notification Detail screen.

Note: you will still be able to view the details of notifications removed from the Worklist, by clicking on the **Full List** button and selecting *All Notifications* in the View field.

To action a notification

Once you have received a notification you will need to action it (Approve, Reject, Close, etc). **Note:** some notifications will be automatically forwarded/reassigned if you do not action them within the required period of time (e.g.: applications for leave will be reassigned to a Workflow Co-ordinator after 7 days).

Approving notifications

- 1 Enter any comments to the staff member submitting the application in the Note field, if desired.
- 2 Click on the **Approve** button to approve the request/application.

Rejecting notifications

- 1 Enter a reason or comments for non-approval, in the Note field.
- 2 Click on the **Reject** button if you do not wish to approve the request/application.

Reassigning notifications

Important: the Reassign function should not be used when responding to financial notifications.

If you wish to delegate the application to another approver to action, click on the **Reassign** button.

- 1 Click on the **torch** icon and select the user to whom you wish to reassign the notification from the List of Values.
- 2 Indicate whether you are delegating responsibility (i.e.: delegate this decision but accept responsibility for the decision) or transferring ownership (i.e.: remove yourself entirely from the approval).
- 3 Enter any notes to the delegate if desired in the Comments field.
- 4 Click on the **Submit** button.

Requesting further information

Use the **Request Information** function to obtain additional information prior to actioning a notification. This request may be sent to a staff member in the workflow hierarchy, or to another relevant staff member.

- 1 Use the radio button to select who you want to request information from then select the appropriate name from the List of Values.
 - Select *Workflow Participant* if you wish to request information from a person already with in the process (e.g.: the staff member who submitted the request)
 - Select *Any User* if you wish to request information from a person outside the process (e.g.: an alternate supervisor for the staff member)
- 2 Enter a comment/description outlining the information being requested.
- 3 Click on the **Submit** button.

Returning a notification for correction

- 1 Enter any reasons/comments to the staff member submitting the application in the Note field.
- 2 Click on the **Return for Correction** button to return the notification to the staff member or a previous approver for updating/correction.

Note: if the notification has progressed through multiple participants (e.g.: it has been reassigned by the original approver) you will need to indicate the person you wish to return it to.