- You will be notified when certain tasks in Connect require your attention

- Some notifications are for information purposes only and don't require any actions to be completed

- Some notifications are task oriented and do require actions to be completed

- Tasks can be assigned by Managers through checklists or programmatically when status changes occur

- Notifications and Tasks can be viewed from multiple points of access:
  1. **Email**
  2. **Notifications Icon**
  3. **Checklist tasks**
  4. **Things to Finish**

Sample email notification

1. Click to **access the task** in Connect

Action Required: Approval required for profile changes.

AS   Arya S Stark <enqn-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
      To: Matt Leibold

Access this task in the **Workspace Application**

Arya S Stark
License and Certification Changed

Added-Certified Alcohol and Drug Counselor

A license and certification was added to Arya S Stark's talent profile. Approval Required.

License and certification	Certified Alcohol and Drug Counselor
Updated Date	2020-11-10
Name	Certified Alcohol and Drug Counselor
Renewal Required	
Renewal in Progress	
Expiration Date	
Issue Date	2020-11-10
Number	987654321

Approvers

	11/10/2020 12:15 PM
Assigned to **CMHA_PER_HUMAN_RESOURCE_SPECIALIST_JOB_CUSTOM**	

	11/10/2020 12:15 PM
Submitted by **Arya Stark**	

Accessing tasks from the **Notifications** icon in the upper right corner of the page

2. Click the **Notifications** icon

Accessing tasks from the **Checklist Tasks** icon

3. Click the **Checklist Tasks** icon then select **Current**, **In-Progress**, or **Completed**

Good afternoon, Matt Leibold!

| Me | My Team | My Client Groups | Benefits Administration | Risk Management | Sales | Service |

QUICK ACTIONS | APPS

My Organization Chart

My Public Info

Change Photo

Directory | Onboarding | Checklist Tasks | Pay

Current Tasks
Work on tasks for others and yourself

In-Progress Checklists
Review your open checklists and update your progress

Completed Checklists
View your completed checklists
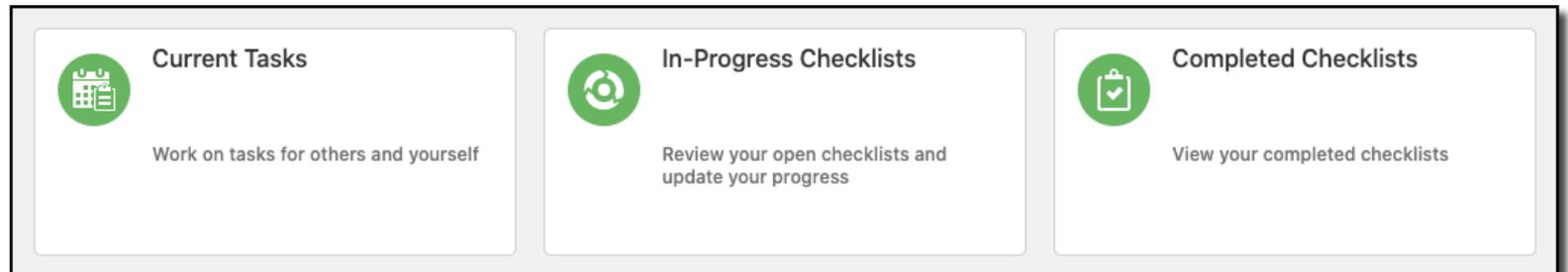
Accessing tasks from the **Things to Finish** section at the bottom of the page

4. Click the **Task Title** for the desired task

Note: Whenever possible, it is a best practice to always:
- Click into the notification
- Review the details
- Take the appropriate action

Note: Many Notifications require you to **Dismiss** it when finished viewing

Many **Tasks** require you to complete it when the task has been completed

End of Procedure
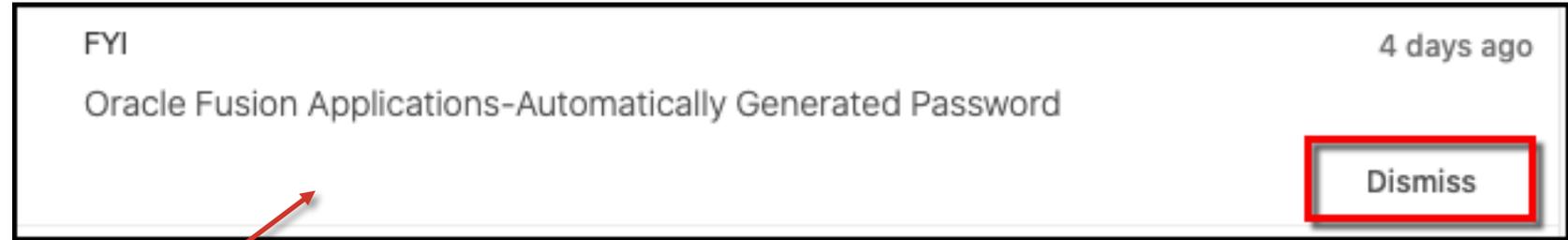
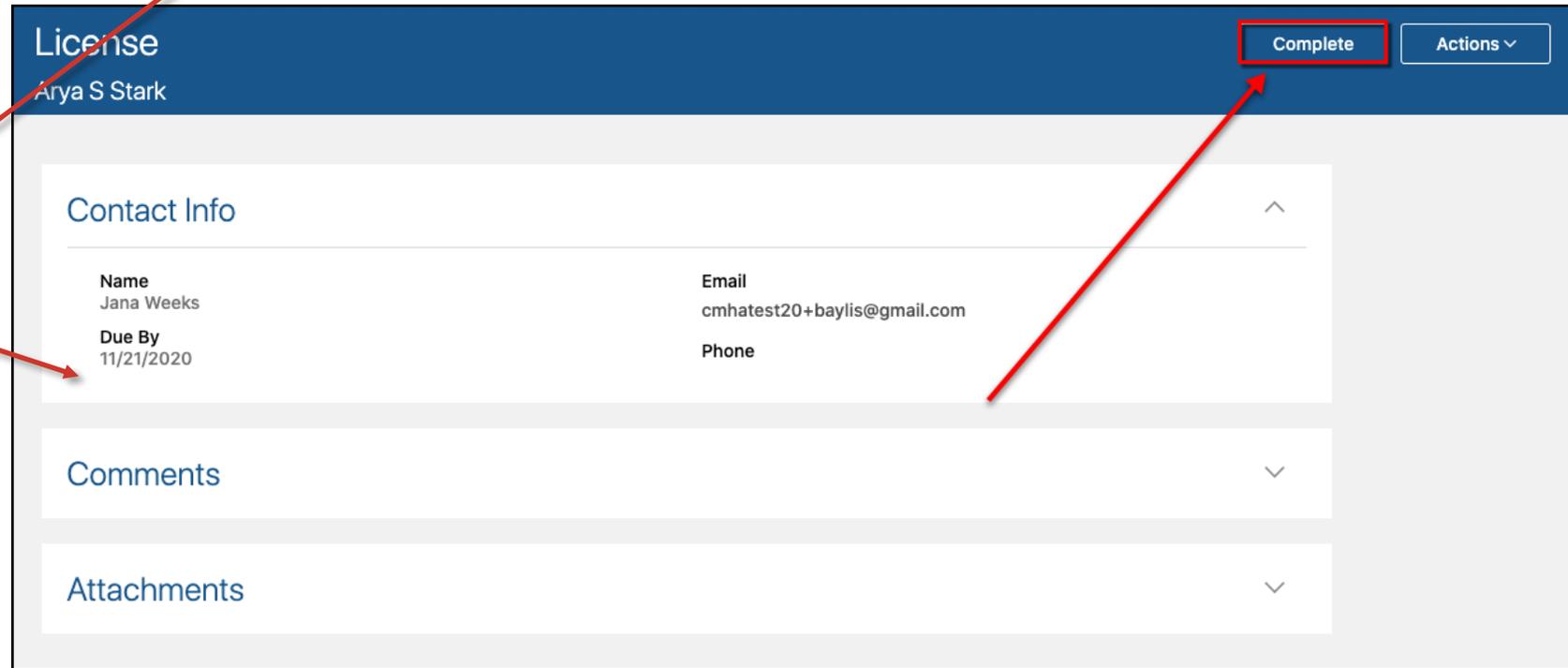FYI   4 days ago

Oracle Fusion Applications–Automatically Generated Password

Dismiss

License

Arya S Stark   Complete   Actions ⌄

Contact Info   ⌃

Name   Email
Jana Weeks   cmhatest20+baylis@gmail.com

Due By   Phone
11/21/2020

Comments   ⌄

Attachments   ⌄