

- 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**

Assigned to CMHA_PER_HUMAN_RESOURCE_SPECIALIST_JOB_CUSTOM	11/10/2020 12:15 PM
Submitted by Arya Stark	11/10/2020 12:15 PM

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

2. Click the **Notifications** icon

The screenshot displays the 'Notifications' interface. At the top right, there is a navigation bar with icons for home, star, flag, and a notification bell with a '126' badge. Below this is the 'Notifications' header with a 'Show All' link. A search bar is present. The main content area lists several notifications:

- ACTION REQUIRED** (5 hours ago): Approval required for profile changes. Arya S Stark.
- ACTION REQUIRED** (8 hours ago): Approval of Personal Illness - Residential Mgr Absence Request for Sylvia Lewis from 2020-11-09 to 2020-11-09. Sylvia Lewis.
- FYI** (4 days ago): Oracle Fusion Applications-Automatically Generated Password. Includes a 'Dismiss' button.
- ACTION REQUIRED** (6 days ago): Approval of FMLA Prolonged Illness Immediate Fam - NonRep Absence Request for Lori Paine from 2020-11-09 to 2020-11-10. Lori Paine.
- ACTION REQUIRED** (6 days ago): Approval of STD - FMLA Personal Illness - NonRep Absence Request for Lori Paine from 2020-10-08 to 2020-10-08. Lori Paine.

At the bottom right, a button labeled 'Load More Items 1-5 of 261 items' is highlighted with a red box.

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

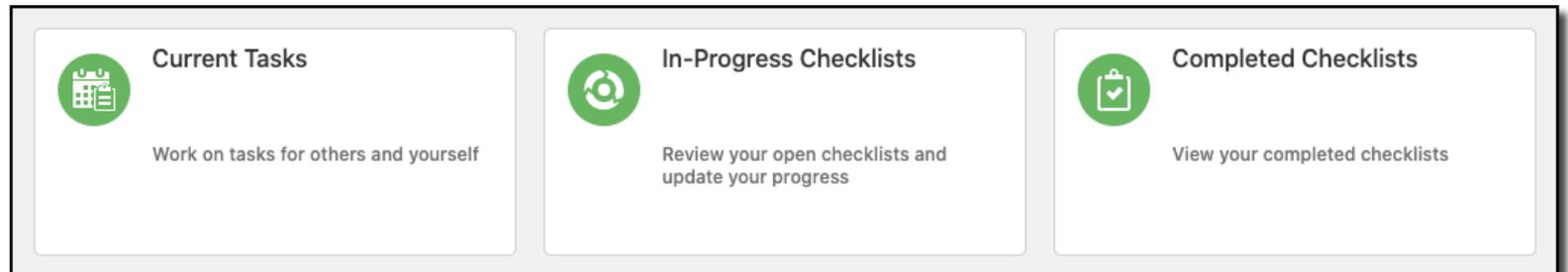
My Organization Chart My Public Info Change Photo Directory Onboarding Checklist Tasks Pay



**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

Show More

Things to Finish

Assigned to Me  
126

Created by Me  
0

5 hours ago ×  
**ACTION REQUIRED**  
Approval required for profile changes.  
Arya S Stark

8 hours ago ×  
**ACTION REQUIRED**  
Approval of Personal Illness - Residential Mgr Absence Request for Sylvia Lewis from...  
Sylvia Lewis

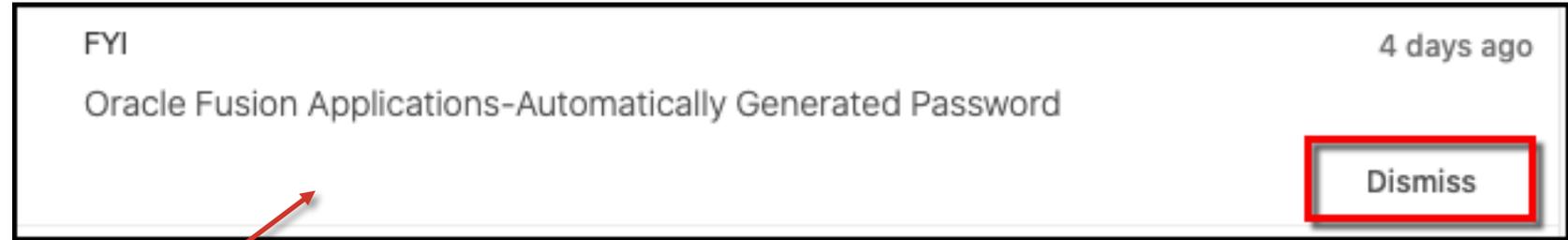
4 days ago ×  
**FYI**  
Oracle Fusion Applications- Automatically Generated Password  
Dismiss

**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

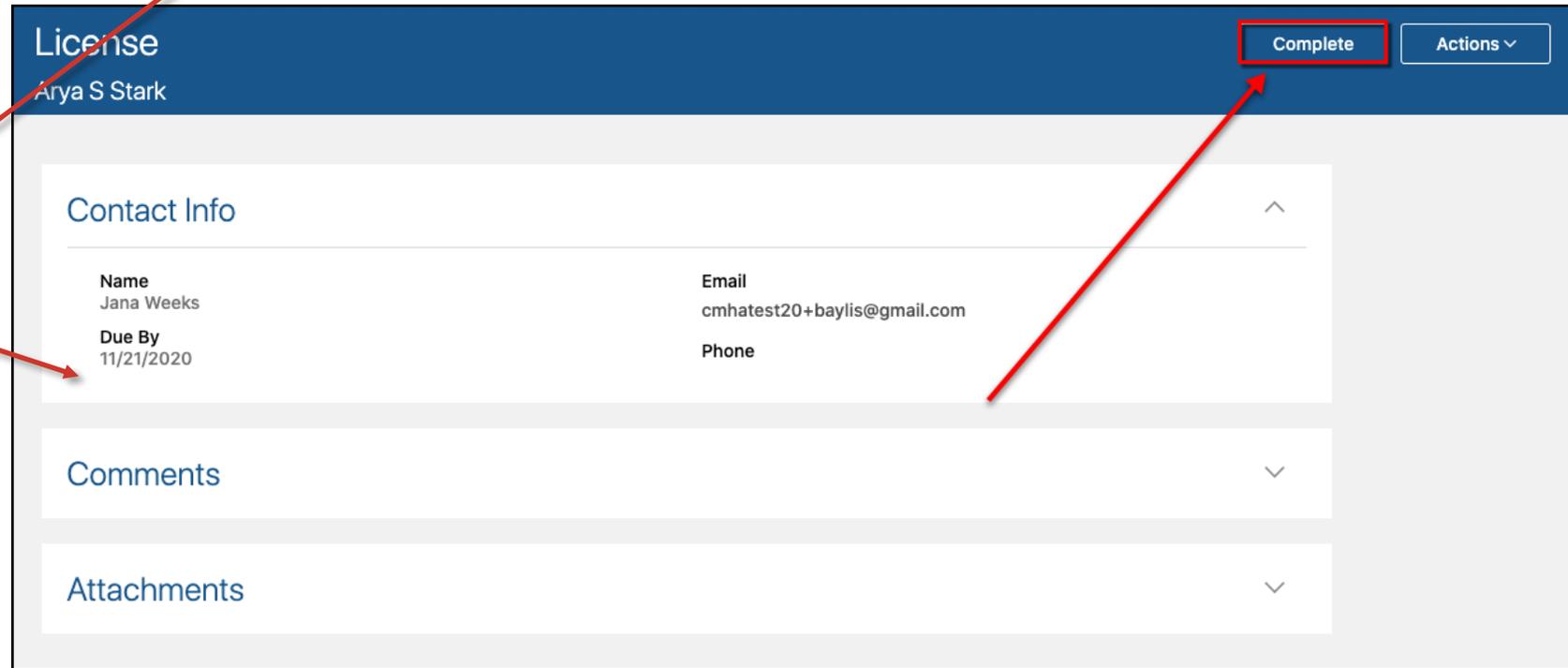
Many **Tasks** require you to complete it when the task has been completed



FYI 4 days ago

Oracle Fusion Applications-Automatically Generated Password

**Dismiss**



**License** **Complete** Actions ▾

Arya S Stark

**Contact Info** ^

<b>Name</b> Jana Weeks	<b>Email</b> cmhatest20+baylis@gmail.com
<b>Due By</b> 11/21/2020	<b>Phone</b>

**Comments** ▾

**Attachments** ▾

**End of Procedure**