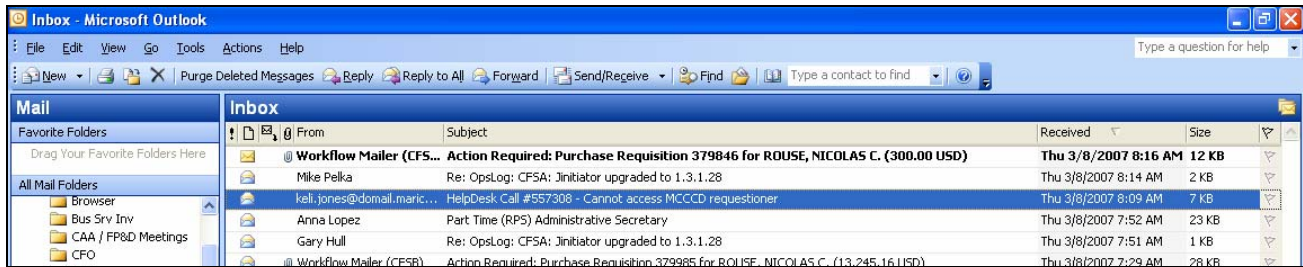
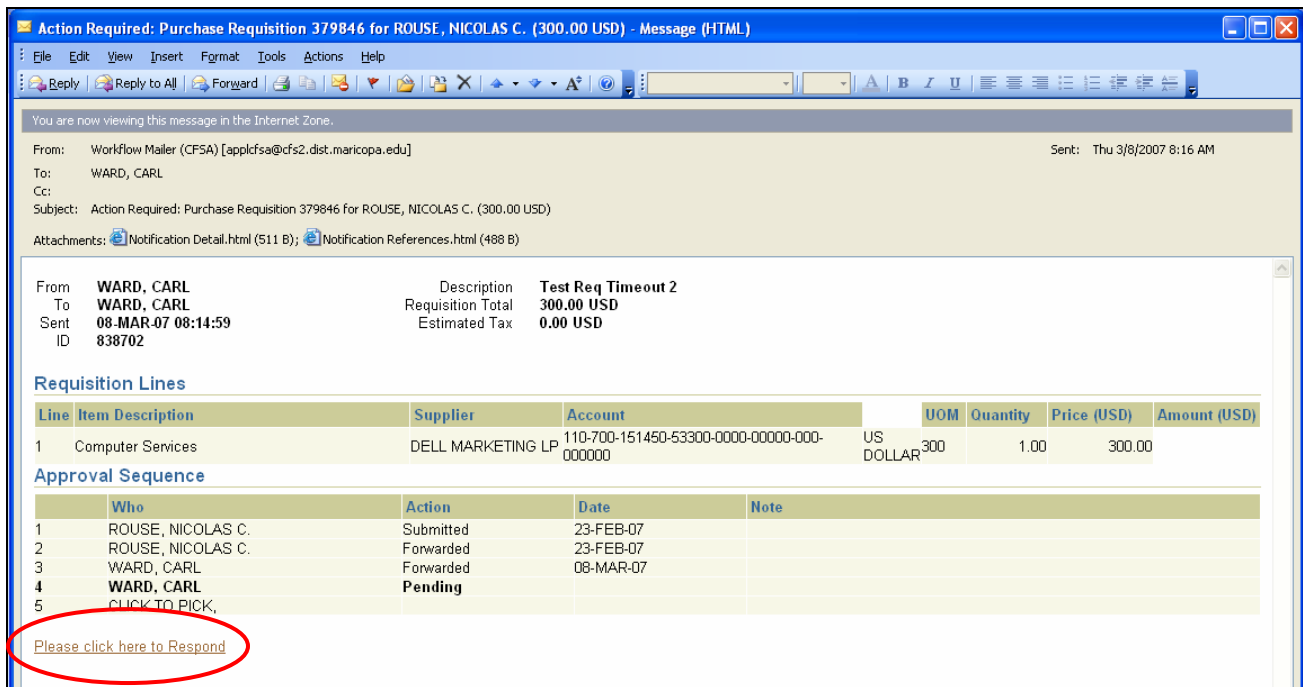


Responding to CFS Email Notifications

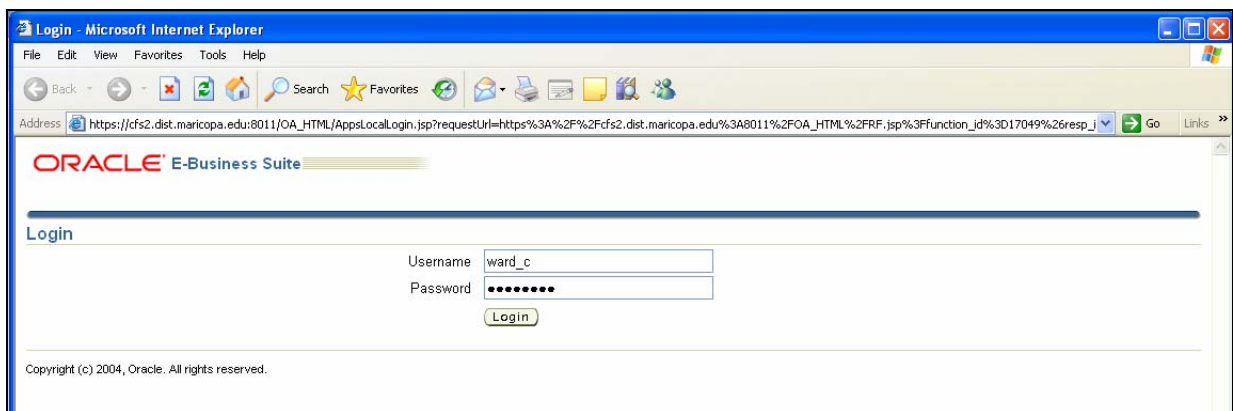
Receive a CFS email notification.



The notification request will be displayed. Click on the ["Please click here to Respond"](#) link.



You will be prompted for your CFS Username and Password. Once you have entered this information, click on Login.




Responding to CFS Email Notifications

The information for this request will display.

The screenshot shows the Oracle Notification Details page for a purchase requisition. The page title is "Purchase Requisition 379846 for ROUSE, NICOLAS C. (300.00 USD)". The requisition is from WARD, CARL to WARD, CARL, with a description of "Test Req Timeout 2". The requisition total is 300.00 USD and the estimated tax is 0.00 USD. The requisition lines table shows one line for "Computer Services" from "DELL MARKETING LP" with a quantity of 300 and a price of 1.00 USD, totaling 300.00 USD. The approval sequence table shows the following actions: 1. Submitted by ROUSE, NICOLAS C. on 23-FEB-2007; 2. Forwarded by ROUSE, NICOLAS C. on 23-FEB-2007; 3. Forwarded by WARD, CARL on 08-MAR-2007; 4. Pending by WARD, CARL; 5. Click to pick. The response section shows the "Forward To" dropdown menu set to "All Employees and Users" and a "Note" text area. The "Forward" button is highlighted with a red circle.

To forward the requisition, enter the name of the next reviewer.

This close-up view of the "Response" section shows the "Forward To" dropdown menu set to "All Employees and Users". A red circle highlights the dropdown menu. A flashlight icon is visible next to the dropdown menu, indicating its use for finding names. The "Note" text area is empty. The "Forward" button is highlighted with a red circle.

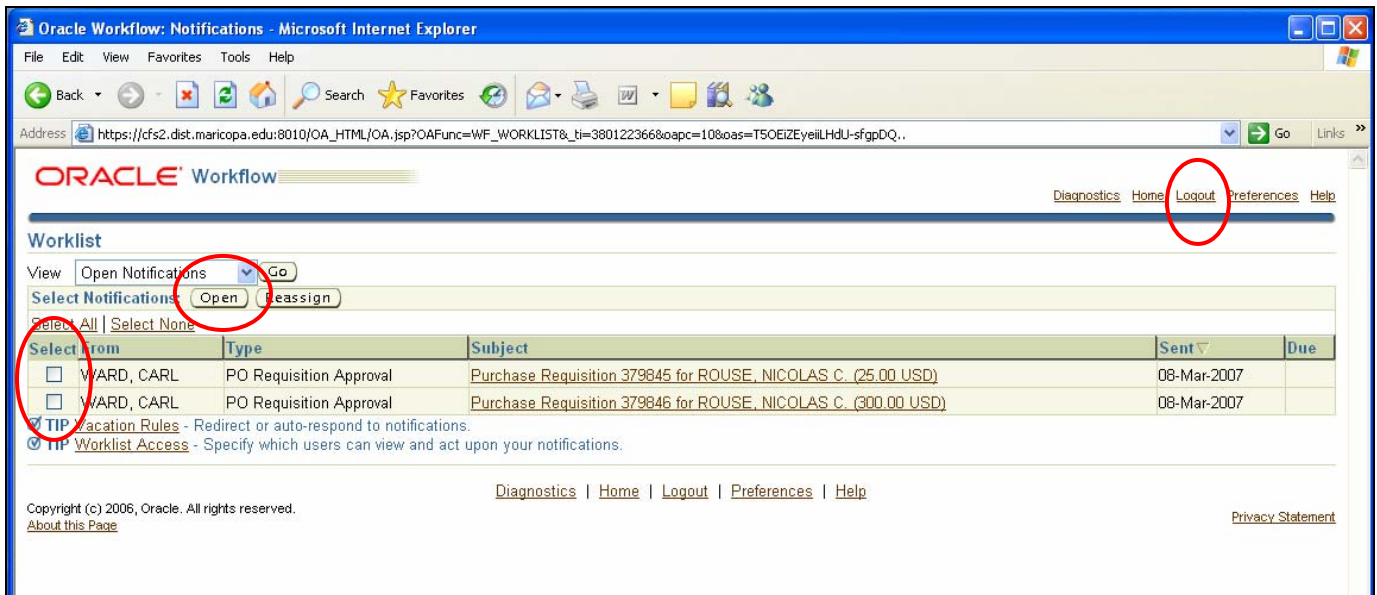
Note: If you are not sure of the correct spelling for the next reviewer's name, you can use the flashlight icon  to help you find the name. You do not need to supply a name if you are rejecting the requisition.

Once the Forward To information has been entered, click on Forward to send the request.

This screenshot shows the Oracle Notification Details page with the "Forward" button highlighted with a red circle. The "Forward To" dropdown menu is still set to "All Employees and Users". The "Note" text area is empty. The "Forward" button is highlighted with a red circle.

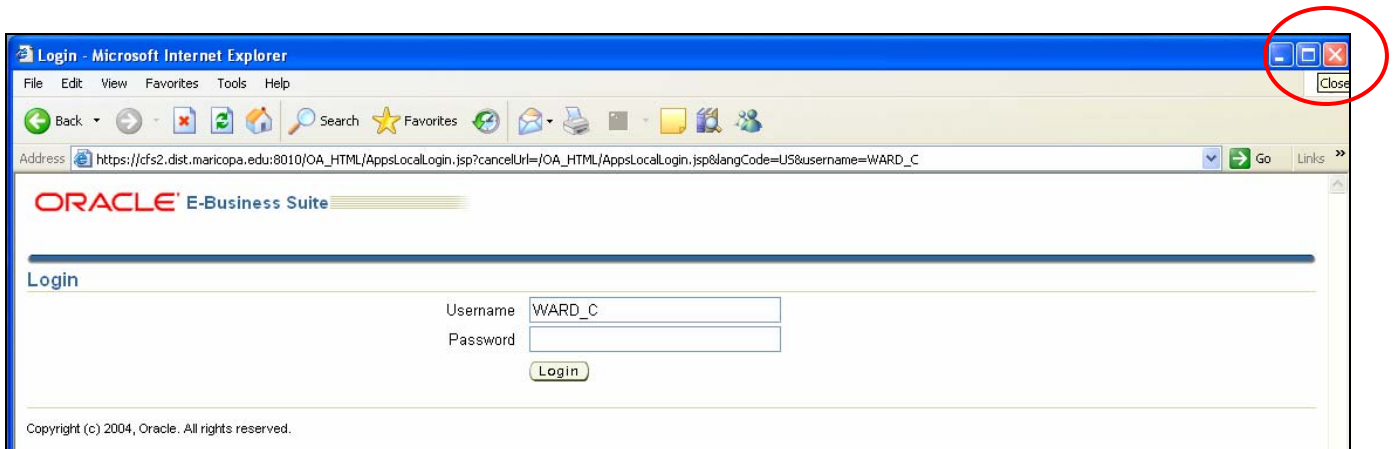
Responding to CFS Email Notifications

If you have additional requisitions that are waiting for your response, you will see a list of the requisitions once you have click Forward.



If you want to respond to one of these requisitions, mark the check box in the select column, and click Open. You can then Forward or Reject the requisition.

When you are finished working with your notifications, click on Logout. You will be returned to the CFS Login window.



Click on the Close Window icon. You will then be returned to your original email message.