

GEN-03 Adjusting Preferences to Stop Approval Email Notifications

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to show the steps to turn off email notification of items needing my approval in the North Carolina Financial System (**NCFS**).

There are 6 steps to complete this process.

Adjusting Preferences to Stop Approval Email Notifications

Step 1. Click **Notification Bell**, then click **Worklist**.

Image

You are using the Dress Rehearsal (DEV12) environment, refreshed from PROD on...

NCFS

Home Star Flag 92 Profile

< Notifications Worklist

Assigned to Me (92) Created by Me (0) All

Search Dismiss All

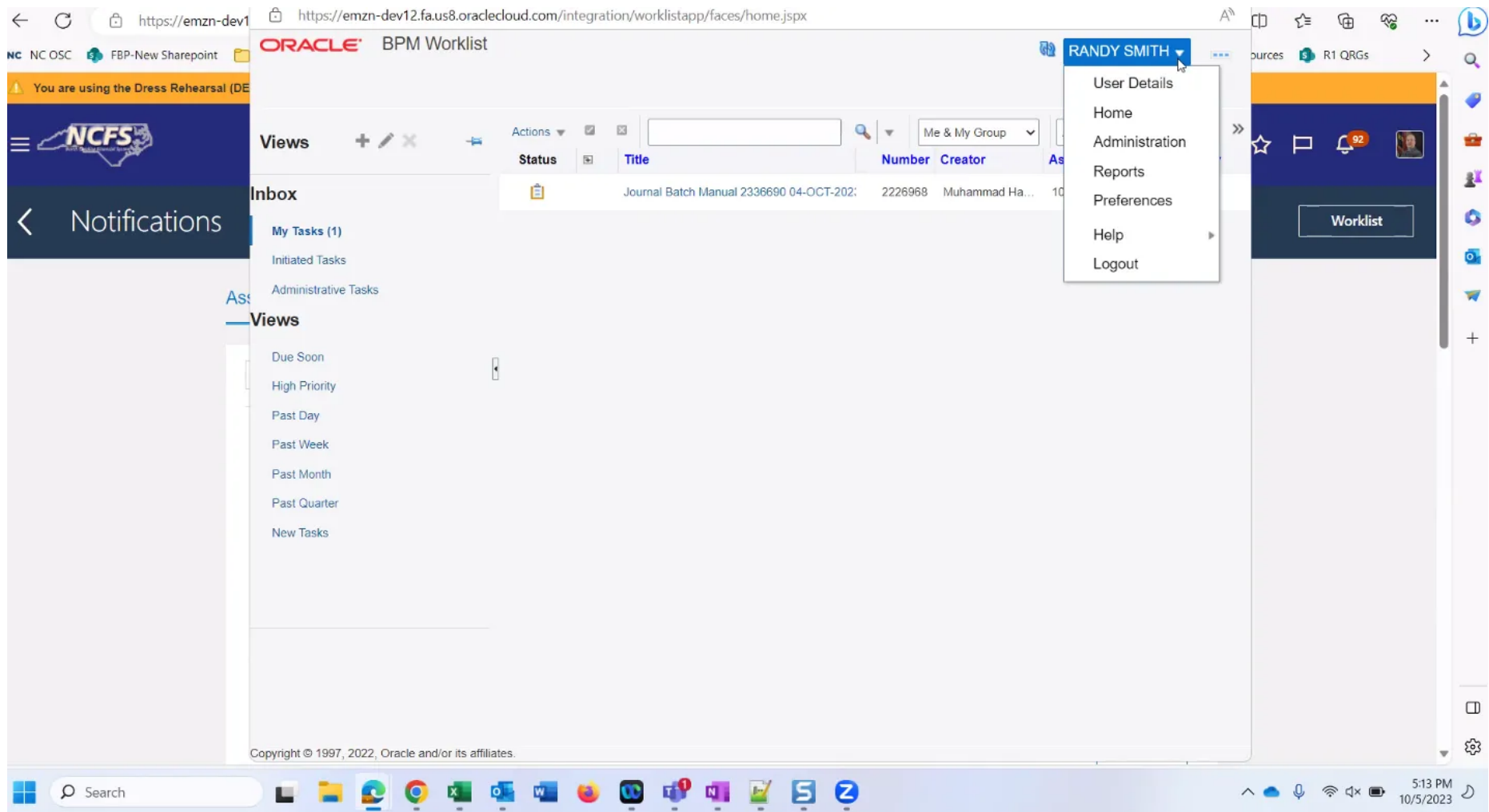
ACTION REQUIRED 30 minutes ago
Journal Batch Manual 2336690 04-OCT-2023 17:22:13 (5.00 USD) from Muhammad Hamza Hanif Requires Approval
Muhammad Hamza Hanif Approve Reject

ACTION REQUIRED 10 hours ago
Journal Batch DR_RPT-CM-005_090000P Spreadsheet A 300000078058954 2711923 N (643.87 USD) from Palak Jain Requires Approval
Palak Jain Dismiss

ACTION REQUIRED 10 hours ago
Journal Batch RPT-CM-005_063706P Spreadsheet A 300000078058954 2711900 N (291.40 USD) from Palak Jain Requires Approval
Palak Jain Dismiss

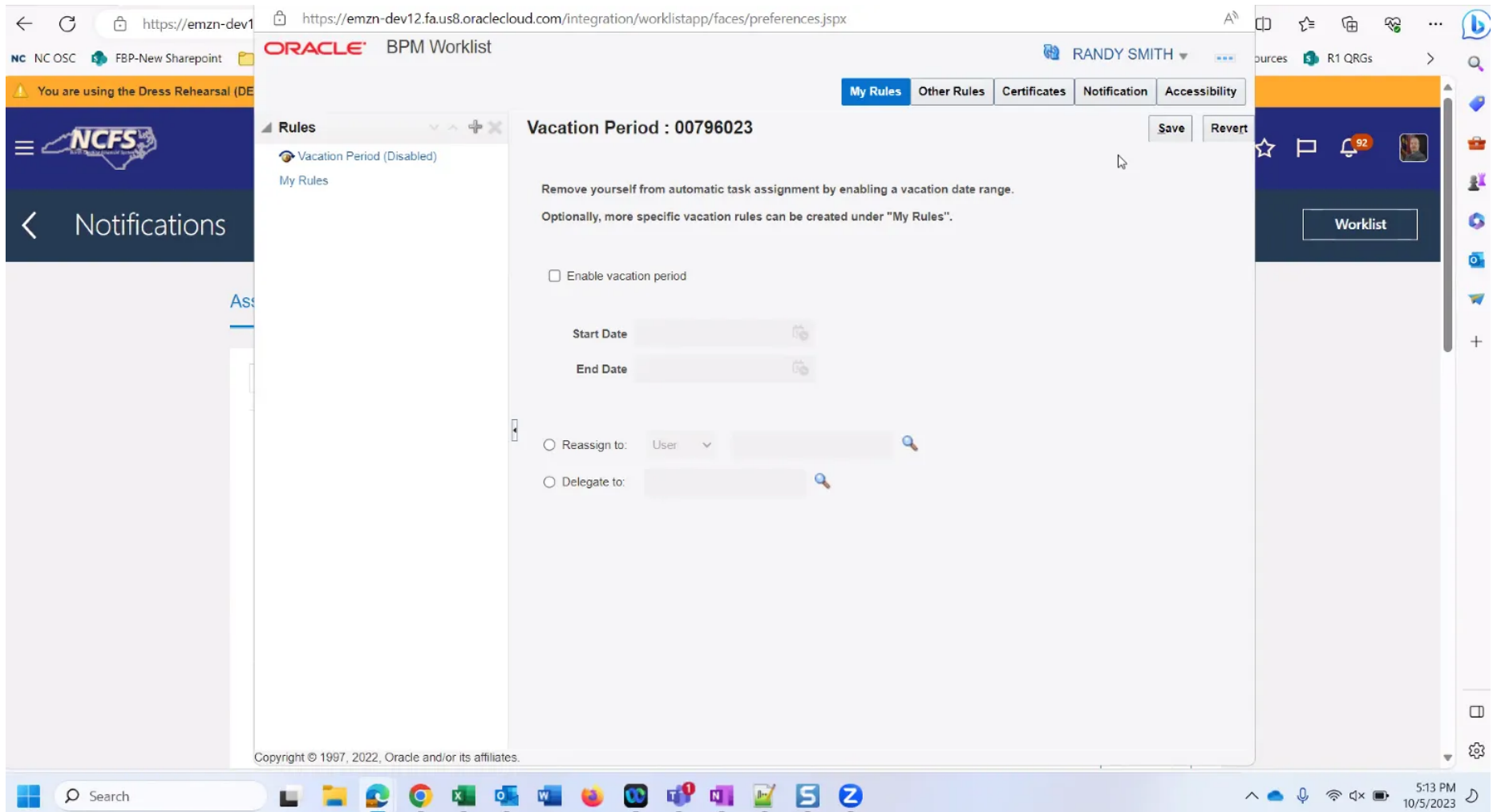
Step 2. Once in Worklist, choose the dropdown beside your name in the upper right corner and select **Preferences**.

Image



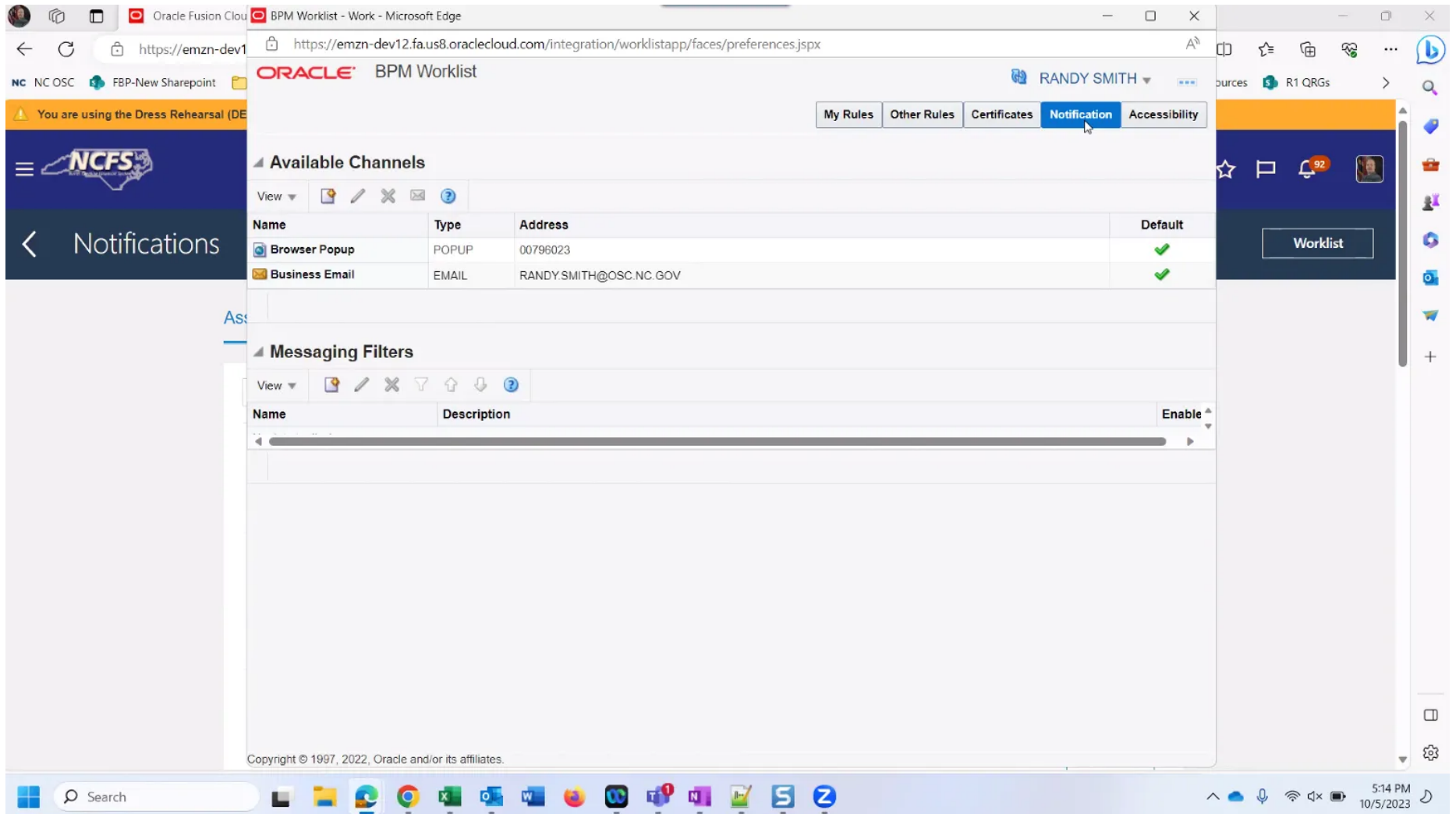
Step 3. Once Preferences opens, select the **Notification** tab.

Image



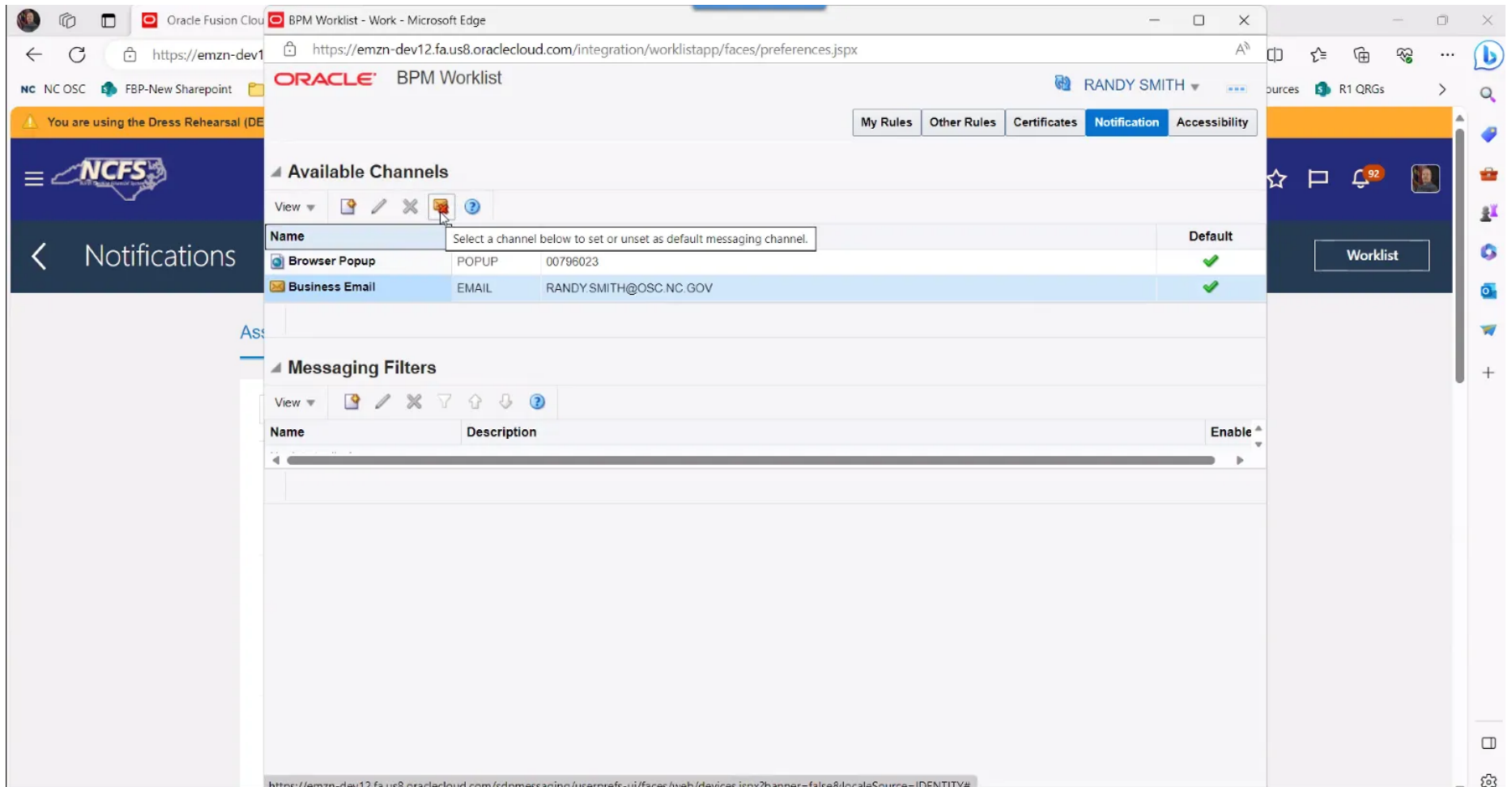
Step 4. Here you will see the ways set up for you to receive notifications for items requiring your approval.

Image



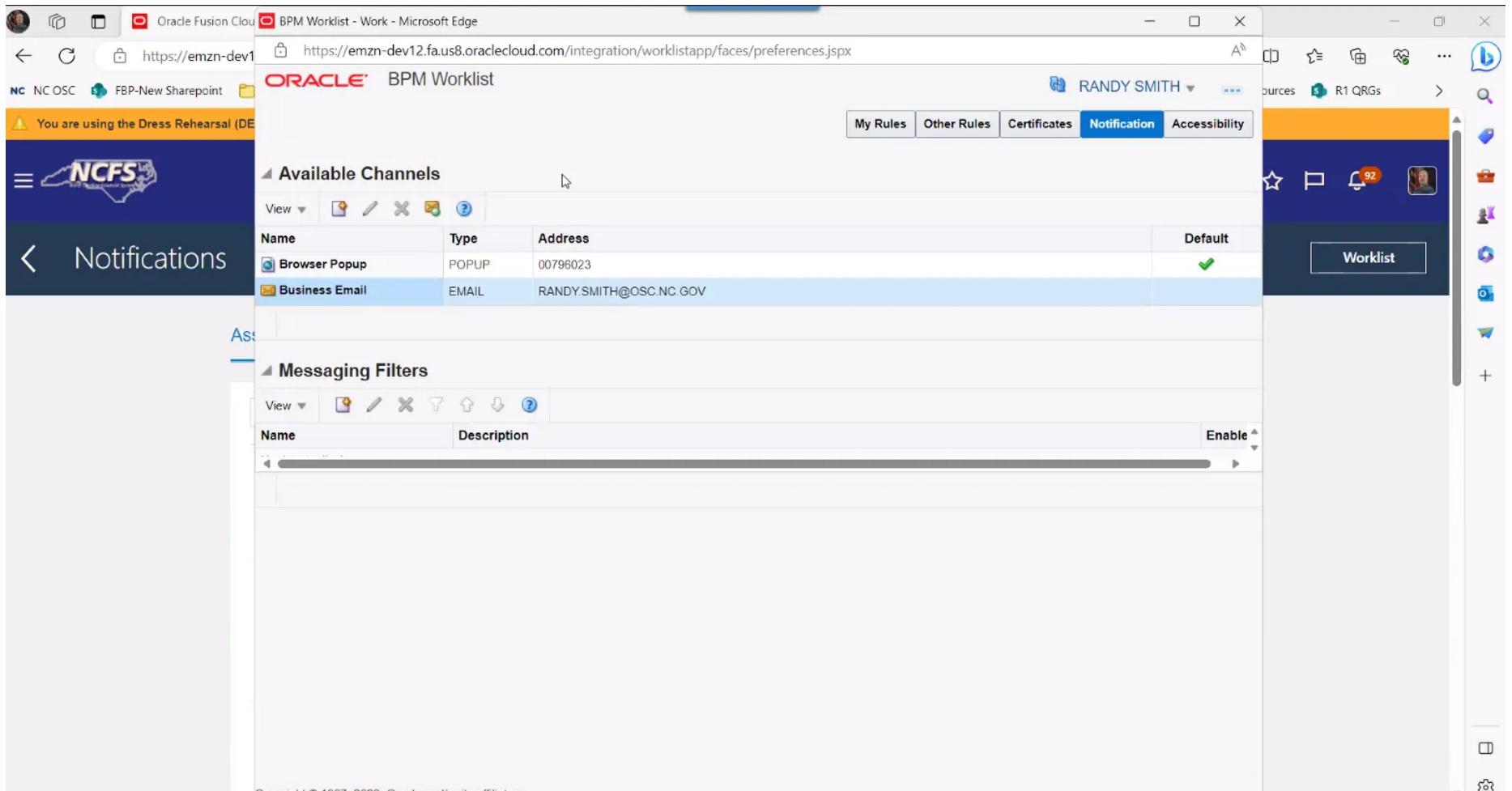
Step 5. Highlight the **Business Email** row and select the button shown below.

Image



Step 6. This will remove the green default check from that row and you will NOT receive email notifications for items that require your approval.

Image



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