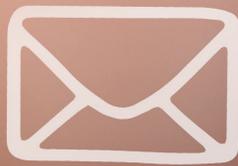


Guide for **Authoriser Alerts**

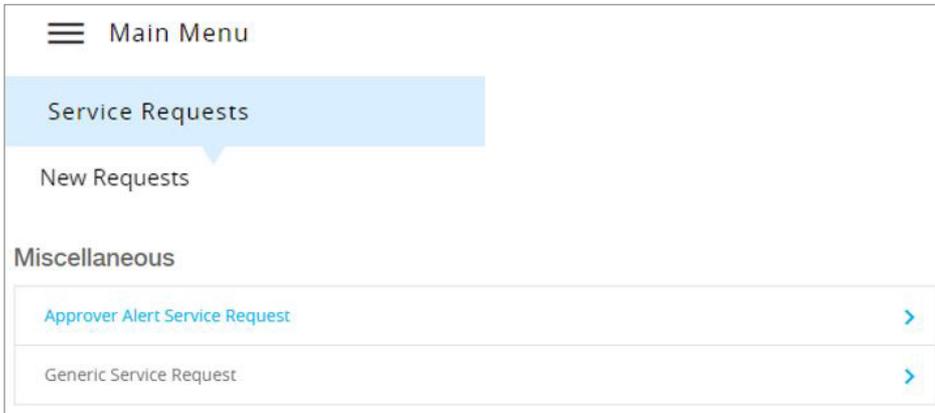


Enabling E-Notification

To allow an alert notification, please follow these steps:

Step 1:

Navigate to Service Request-> New Requests -> Approver Alert Service Request

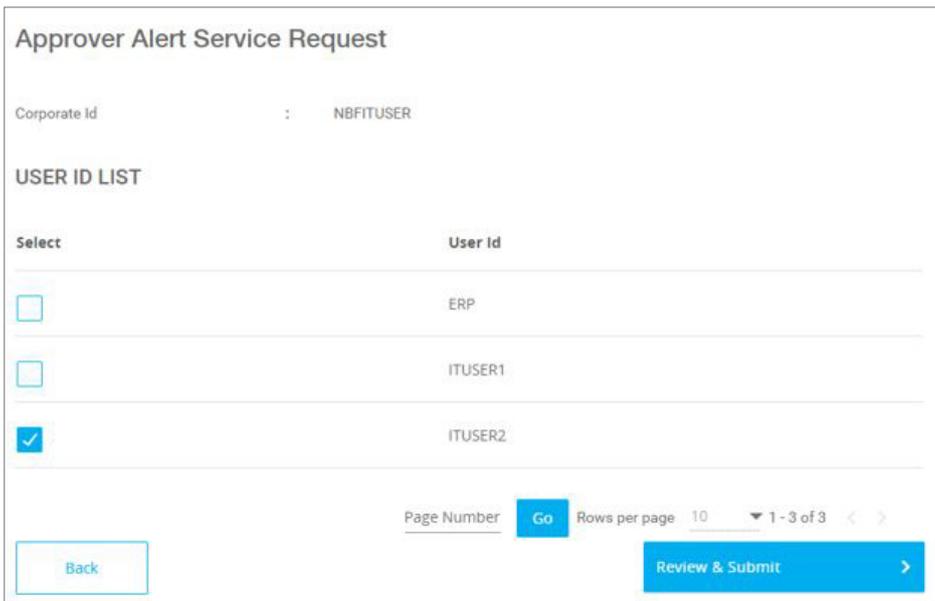


Main Menu

- Service Requests
 - New Requests
 - Approver Alert Service Request
 - Generic Service Request

Step 2:

Select the user which requires an alert when a transaction is pending for his approval.



Approver Alert Service Request

Corporate Id : NBFITUSER

USER ID LIST

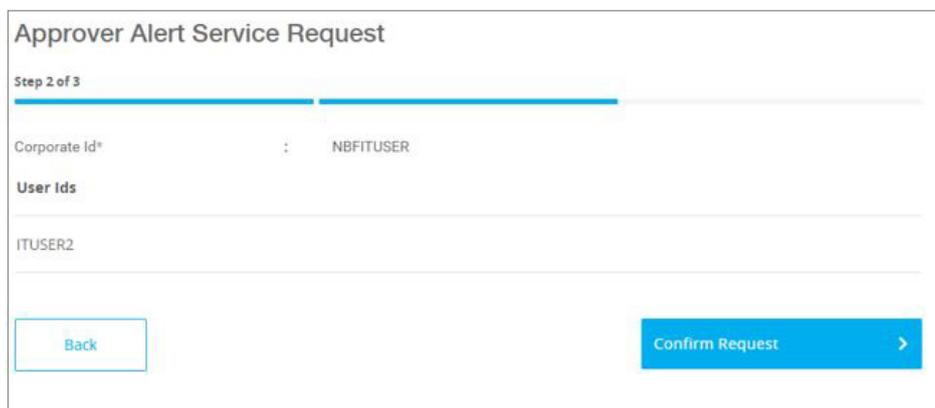
Select	User Id
<input type="checkbox"/>	ERP
<input type="checkbox"/>	ITUSER1
<input checked="" type="checkbox"/>	ITUSER2

Page Number Go Rows per page 10 1 - 3 of 3

Back Review & Submit

Step 3:

Confirm the request then it will be sent for further approvals. Once approver approves, the e-notification facility will be enabled for that user.



Approver Alert Service Request

Step 2 of 3

Corporate Id* : NBFITUSER

User Ids

ITUSER2

Back Confirm Request

Disabling E-Notification

To disable an alert notification, please follow these steps:

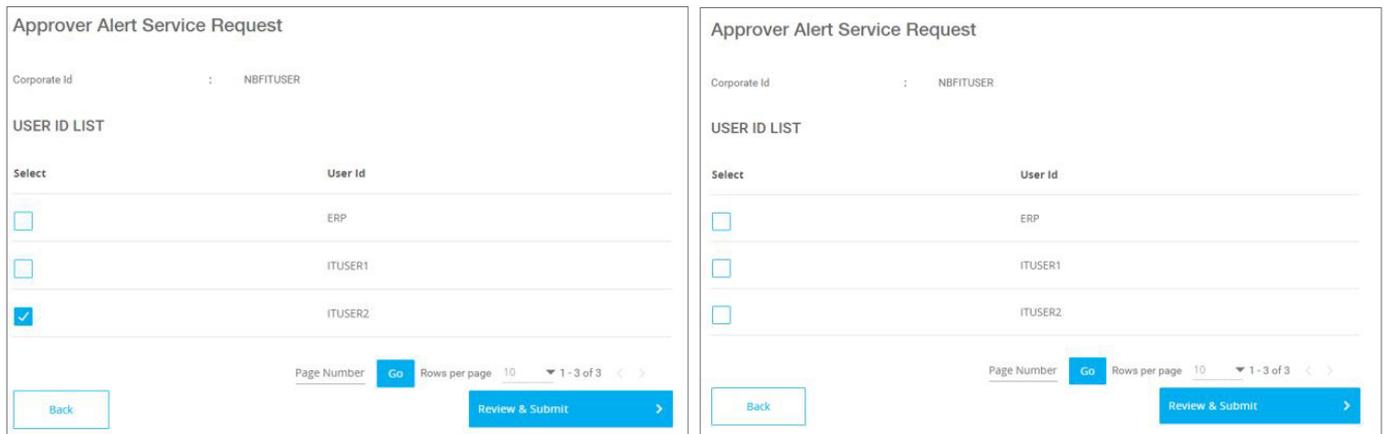
Step 1:

Navigate to Service Request-> New Requests -> Approver Alert Service Request



Step 2:

Deselect the user which required to disable the alert.



Step 3:

Confirm the request then it will sent for further approvals. Once the approver approves, the e-notification facility will be disabled for that user.



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