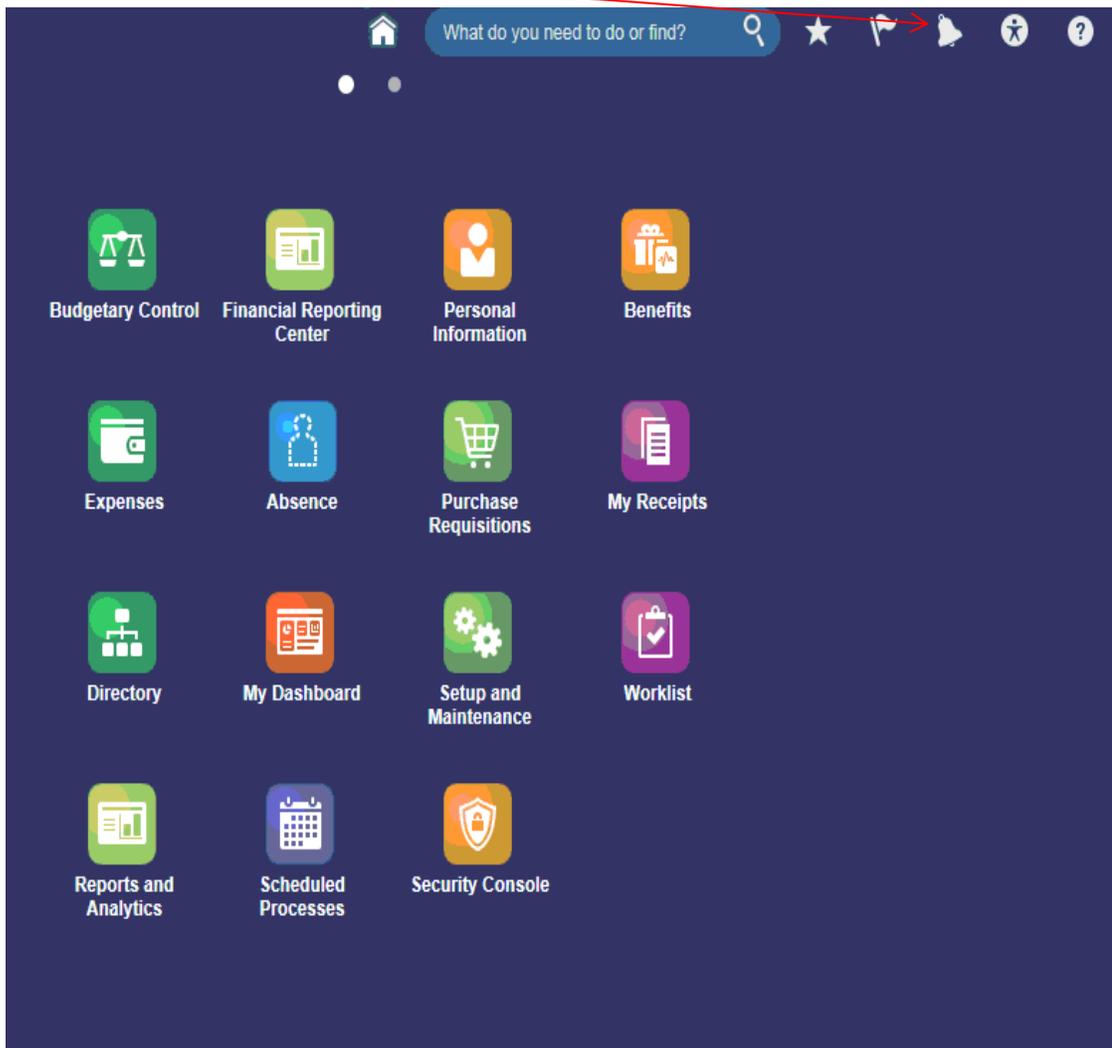


I know I have a task awaiting my attention, but it has disappeared from my bell notification list after I read it. How do I check to see if I have approvals from the following areas in BEAR TRAX awaiting my attention?

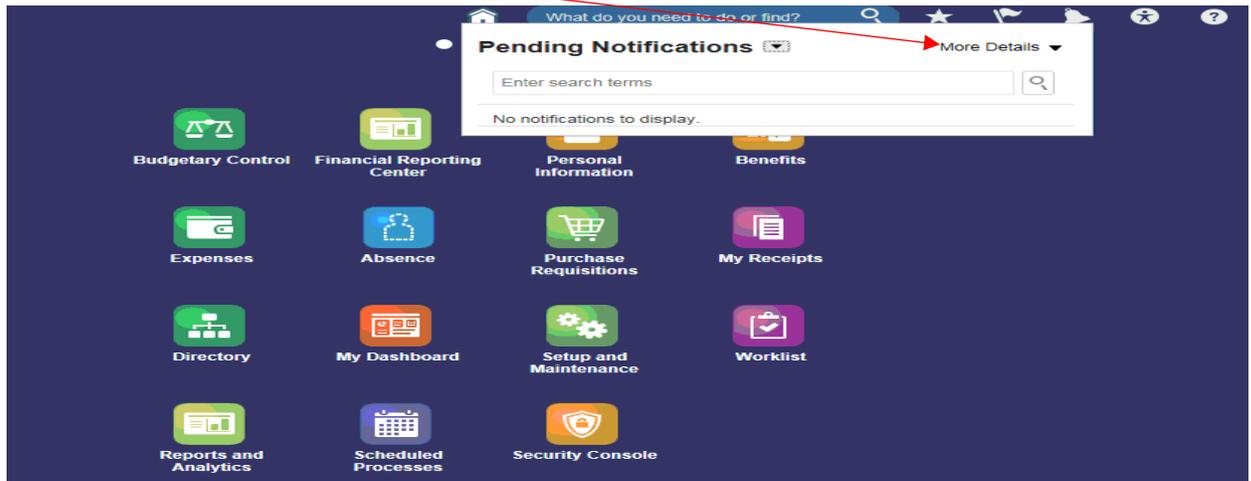
- Financials (accounts payables, expense reports)
- Human Capital Management (time cards, absence requests)
- Procurement (requisitions)

Just follow these steps that walk you through checking to see if you have any approvals waiting for you to respond. You can also click, review and approve these approval tasks from this screen as well.

1. Log into your BEAR TRAX account.
2. Click on the bell icon at the top right of your BEAR TRAX home page.

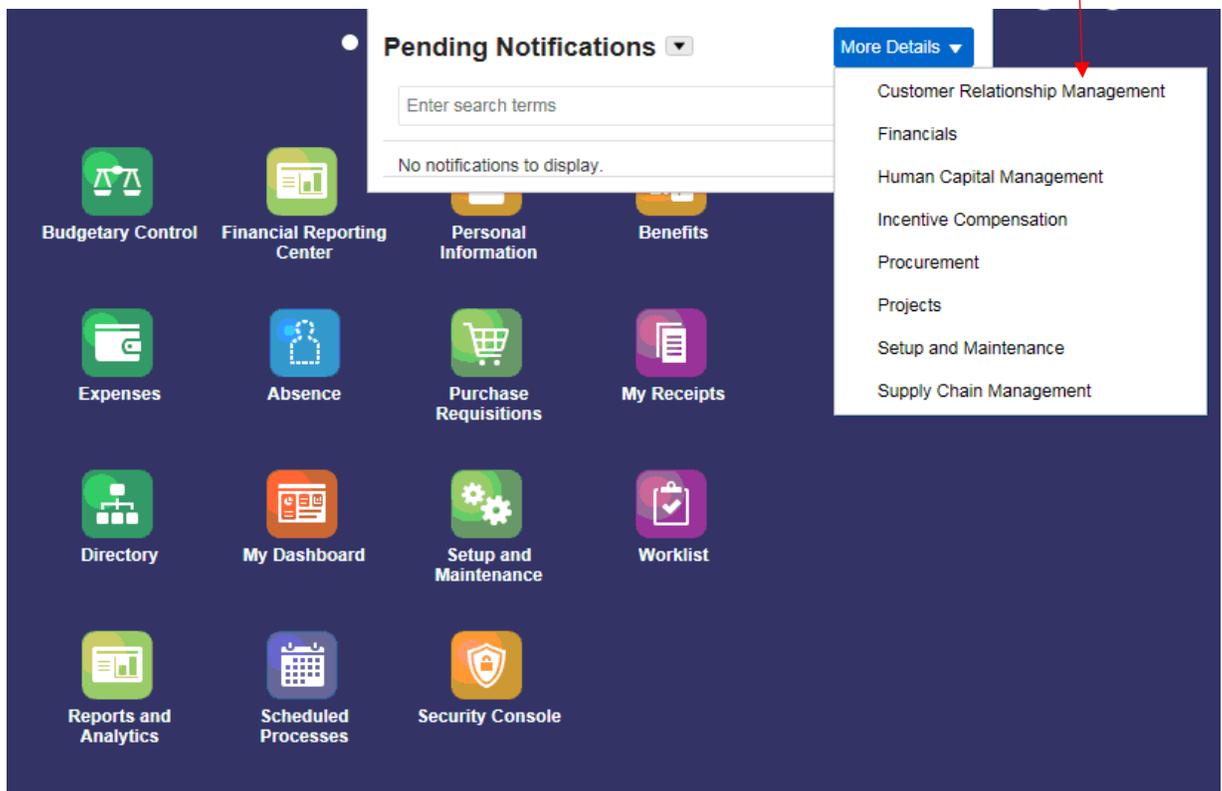


3. Click on the More Details tab and a list will appear.



4. Select an area to view by clicking on it. Remember, the following BEAR TRAX areas can be selected to show tasks awaiting your attention.....

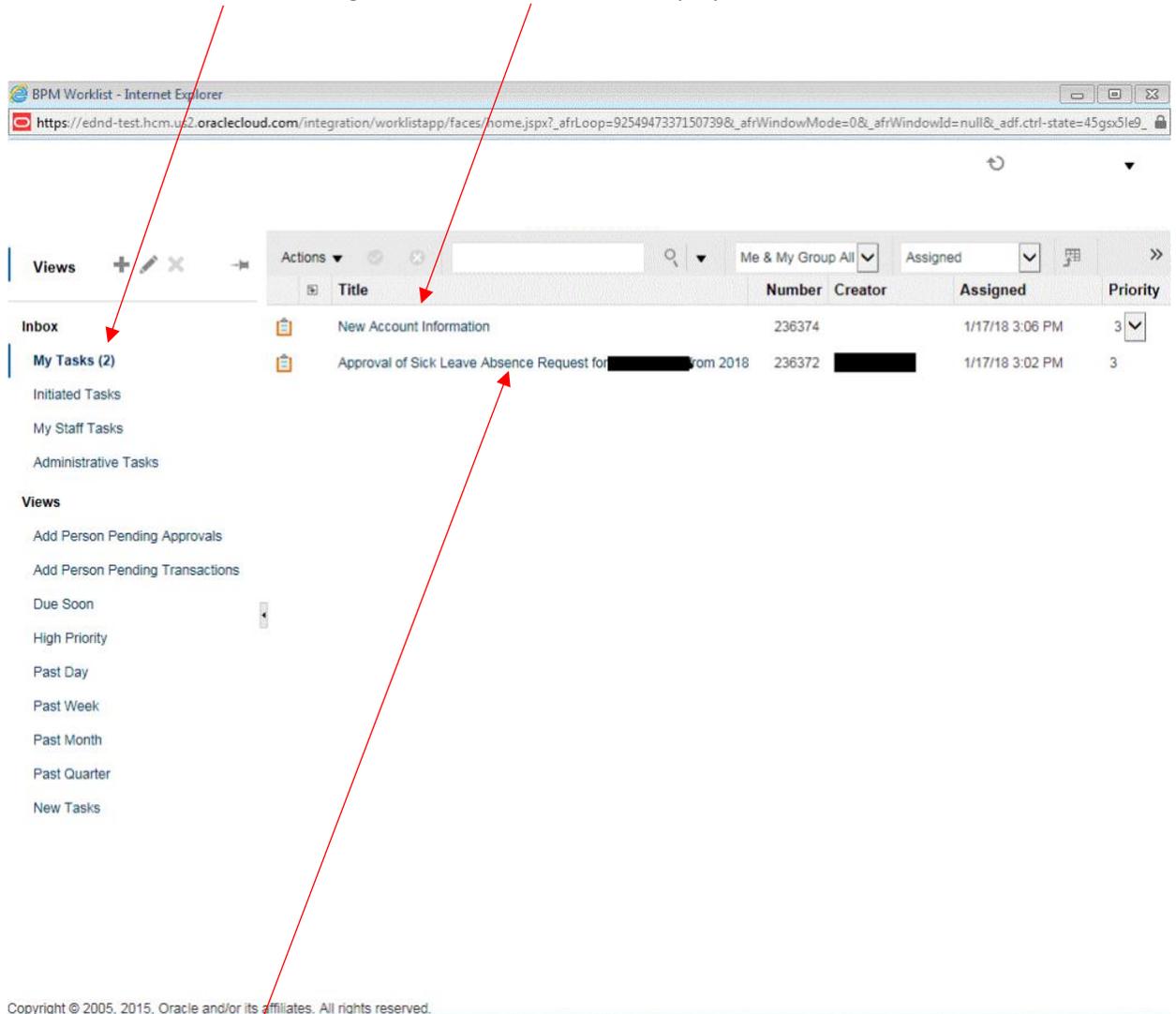
Financials (accounts payables, expense reports)
Human Capital Management (time cards, absence requests)
Procurement (requisitions)



- Once you click on an area from step 4 above, a new window will automatically open with your tasks list (items that require actions by you) displayed for that BEAR TRAX area. The screen looks the same regardless of what area you pick, but only the tasks for the specific area you pick will show up. In other words, approval of sick leave requests will not show up on the Financials area or Procurement task areas.

The following screen shot shows what the new screen window looks like if we clicked on Human Capital Management from step 4 above.

Notice there are two tasks assigned. The individual tasks display.



- You can click on a task and it will open in a new window as shown below. This approval task (similar to the email you received or what you see if open up the bell notification)

You can review and take action (if you are ready) by clicking Approve or Reject or click the Actions button for other options.

The screenshot shows a web browser window with the title "Approval of Sick Leave Absence Request for Mark Moore from 2018-01-17 to 2018-01-17 - Internet Explorer". The address bar shows a URL from oraclecloud.com. The main content area is titled "Approval of Sick Leave Absence Request for [REDACTED] from 2018-01-17 to 2018-01-17". In the top right corner, there are buttons for "Actions", "Approve", "Reject", and "Edit".

Details

- Assignee [REDACTED]
- From [REDACTED]
- Assigned Date 1/17/18 3:02 PM
- Task Number 236372

Recommended Actions

Absence Records

Details

Absence Entry Details

Type Sick Leave Shawnee State University LE

Basic Mode

- Single day
- Start Date 1/17/18 * Start Date Duration 1 Hours
- Duration 1 Hours

Reason

Comments Dental Appointment

Attachments None

Descriptive Information

- Context Segment

If you take action on the task (approve, reject, reassign...) it will no longer show on your task list. When you are done you can close the work list window.