

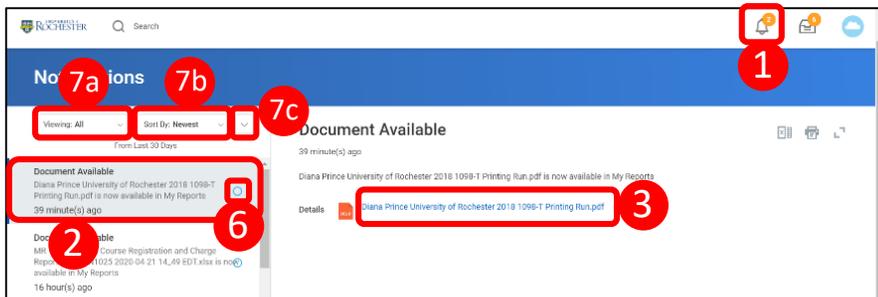
Manage Notifications & Inbox

These two features in UR Student will help you stay organized and allow you to prioritize your daily tasks.

Managing Notifications

The Notifications bell alerts you when the system has generated something you requested that takes time to produce, for example, a Student Statement or report. When the document is ready, a popup next to the Notifications bell appears to alert you. Keep in mind, Notifications only remain for 30 days.

1. Click the **Notifications** bell
2. Select the **relevant notification**
3. Click **hyperlink** to view PDF
4. Click the **Printer** icon to print the document, if necessary
5. Click the **back arrow** or click off the PDF to close the document
6. Click the **radio button** when you've completed the relevant action items
7. Use filters to manage notifications
 - a. Click **Viewing filter** drop-down to view All or only Unread Notifications
 - b. Click Sort By filter drop-down to view either Oldest or Newest on top
 - c. Manage all messages: click All **Message** drop-down to Mark All as Read or Refresh



Managing The Inbox

The Inbox contains action items for you related to a particular business process. Best practice is to check your UR Student inbox a couple times each day. Your supervisor will let you know your expectations.

1. Click the **Inbox** icon
2. Select **relevant message**
3. Depending on the nature of the message, you may need to:
 - a. **Approve** (or deny) a step allowing a business process to continue through its workflow
 - b. **Reassign Steps** in a business process
 - c. **Restart** a business process

Note: If you are unsure what to do with a message please ask your manager/supervisor before taking any action
4. Use filters to manage the inbox
 - a. Click **Viewing filter** drop-down to view All, Favorites, Overdue, or Edit Filters
 - b. Click **Sort By** filter drop-down to view Newest, Oldest, or Due Soonest on Top
 - c. Click **All Messages** drop-down to Bulk Approve, Refresh, or view My Delegations

