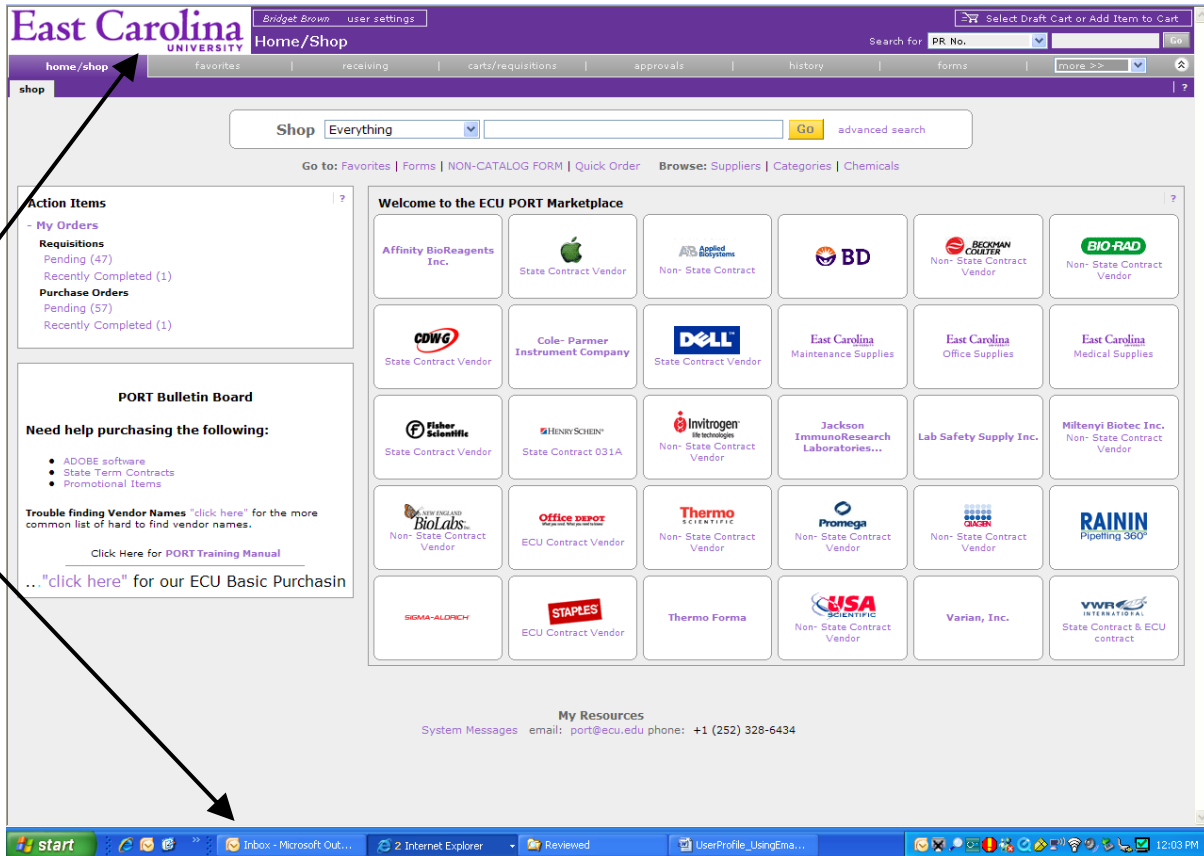
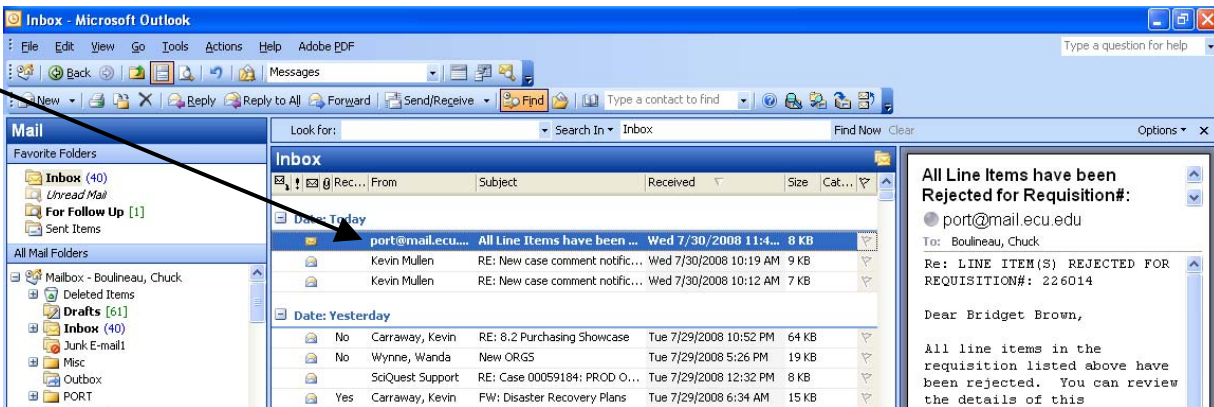


# USER PROFILE – USING EMAIL NOTIFICATIONS

Last Updated on: 7/22/2009



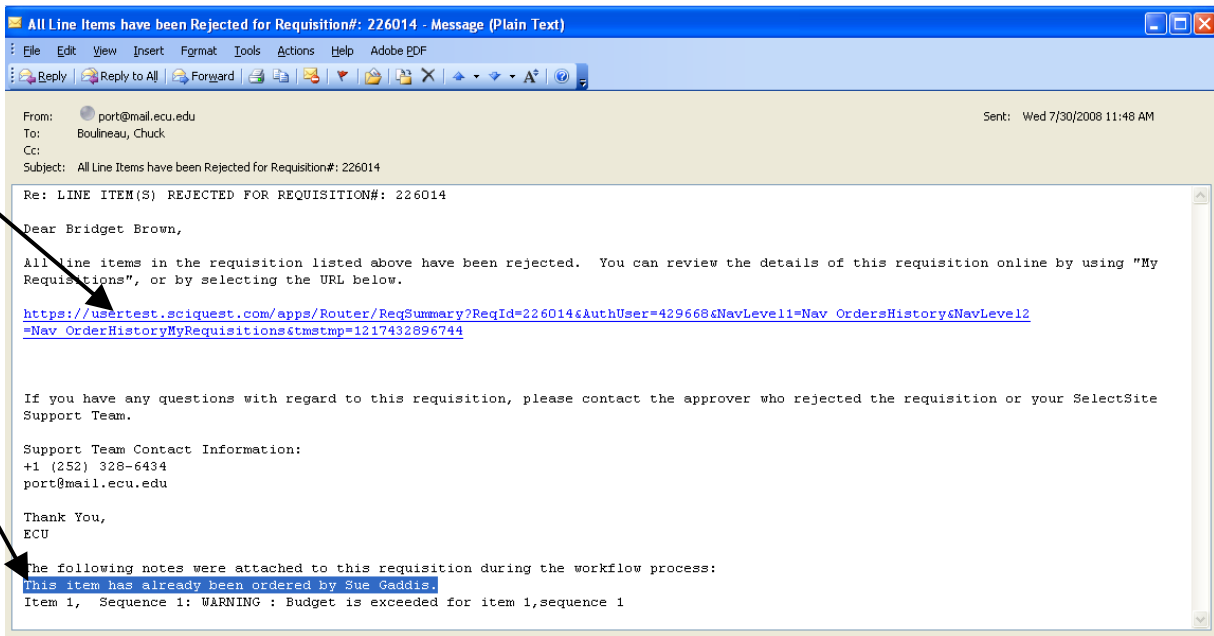
1. In order to utilize the email notifications in PORT, you have to be logged into PORT. **Note:** In order for the email notification to work, the PORT browser must be the last window opened.
2. Click on **Outlook** to view the email notification.



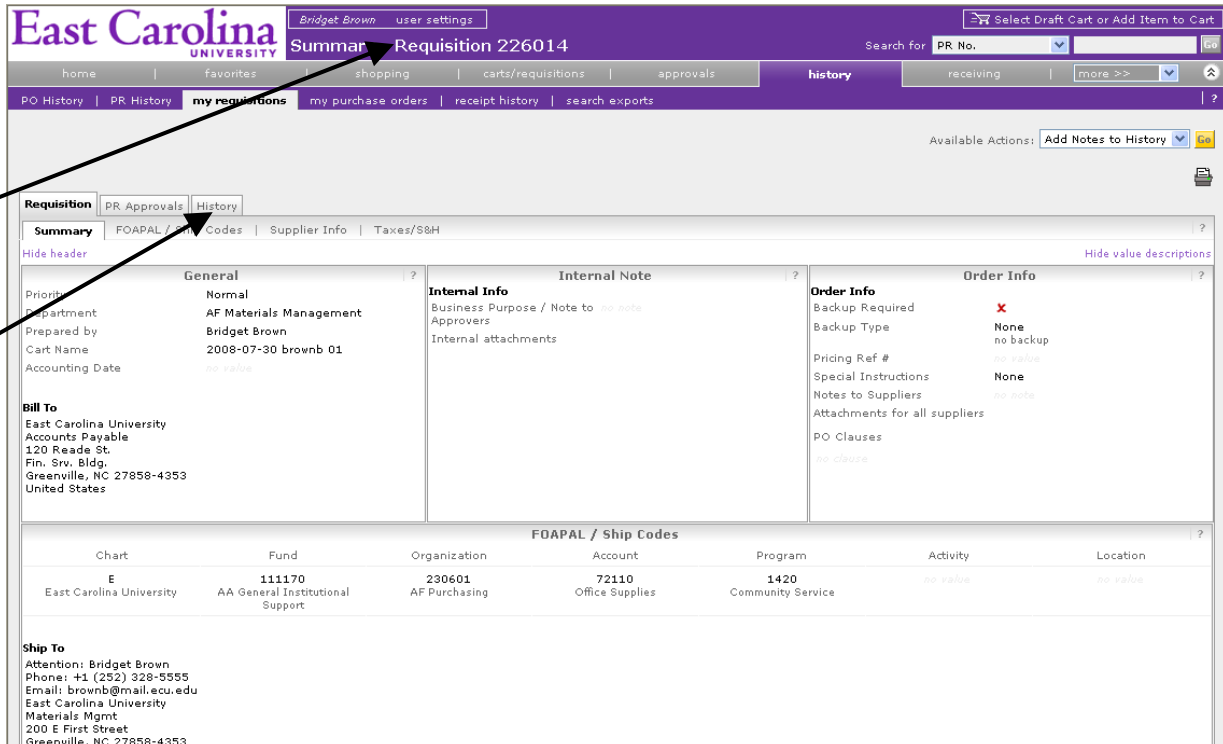
3. Double-click the email to view the notification.

# USER PROFILE – USING EMAIL NOTIFICATIONS

Last Updated on: 7/22/2009



4. Double-click on the link provided in the email notification.
5. If email notification is the result of a document rejection, the reason for the rejections will be at the bottom of the email.



6. This will open a new browser to the document in PORT that triggered your email notification.
7. Click on the **History** tab to determine the reason the document was rejected.

# USER PROFILE – USING EMAIL NOTIFICATIONS

Last Updated on: 7/22/2009

East Carolina UNIVERSITY History - Requisition 226014

Available Actions: Add Notes to History

Requisition | PR Approvals | **History**

+ Click to filter history

Results per page: 20 Records found: 10 Page 1 of 1

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	7/30/2008 11:48 AM	Chuck Boulineau	Org (Division) Approval	Requisition rejected				
Line 1	7/30/2008 11:48 AM	Chuck Boulineau	Org (Division) Approval	Requisition Line item rejected				This item has already been ordered by Sue Gaddis.
	7/30/2008 11:47 AM	Chuck Boulineau	Org (Division) Approval	Requisition assigned				
	7/30/2008 11:46 AM	System	Banner System Validation	Requisition approved				
Line 1	7/30/2008 11:46 AM	System	Banner System Validation	Requisition note added				Item 1, Sequence 1: WARNING : Budget is exceeded for item 1,sequence 1
	7/30/2008 11:45 AM	Bridget Brown		Requisition submitted				
Line 1	7/30/2008 11:45 AM	Bridget Brown		New Line added - draft	na	Form		
	7/30/2008 11:29 AM	Bridget Brown		Requisition Line item copied - draft	040-21020	Requisition 163462		
	7/30/2008 11:29 AM	Bridget Brown		Requisition Line item copied - draft	120-23140	Requisition 163462		
	7/30/2008 11:29 AM	Bridget Brown		Requisition Line item copied - draft	020-20500	Requisition 163462		

Results per page: 20 Page 1 of 1

8. See the note in history for the reason the document was rejected.
9. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.