Notify

This guide outlines the process to notify individuals from specific PeopleSoft screens. The Notify button can be found on most screens, near the save button. An email will be sent to the recipient notifying them that you want them to review the screen. The Recipient must have access to the system and access to the module that was sent to them.

SENDING NOTIFICATION

1. Select the Notify button

2. Enter the full email address of the recipient in the To: field
   OR
   Click the link for Lookup Recipient

**NOTE:** If you use the lookup recipient feature the requisition will appear in the recipient’s worklist. Although worklist is not functional at this time it may be in the future.
3. Enter the first four characters of the individual's last name in Name: field.

4. Click the Search button.

5. Select the To box to select the individual.

6. Click the Add to Recipient List button.

7. Click the OK button.

8. Choose the priority.

9. Enter the Subject; Requisition.

10. Type the message to the recipient.

   SAMPLE MESSAGE: Dear Reviewer, please review the requisition and forward to the next approving authority.

11. Click the OK button.

   NOTE: Notification is automatic.
12. You will need to be logged into CFS to review a requisition. If you are not already logged in click the link to sign into the portal, then login to CFS.

13. Click on the link in the Requisition email

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**RECEIVING NOTIFICATION**

From: Requester@csustan.edu
To: Reviewer1
Cc: 
Subject: Requisition #0000002512 - Please see Item (1) below

Requisition Notification for STCMP #0000002512. Detail messages are listed below.

1 - This is a request to approve the Requisition
2 - This is a general inquiry
3 - The Requisition has been approved and ordered from vendor Dell Marketing LP

If you are not already signed in to PeopleSoft, login thru the portal link below:

https://portal.calstate.edu/

***Click the below link to view the Requisition page***


Please review and approve