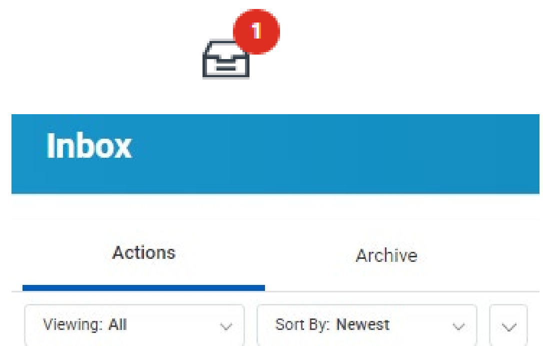
Inbox

Your inbox contains notifications of tasks, approvals, due dates, and other items sent to you as part of your organization's business processes.

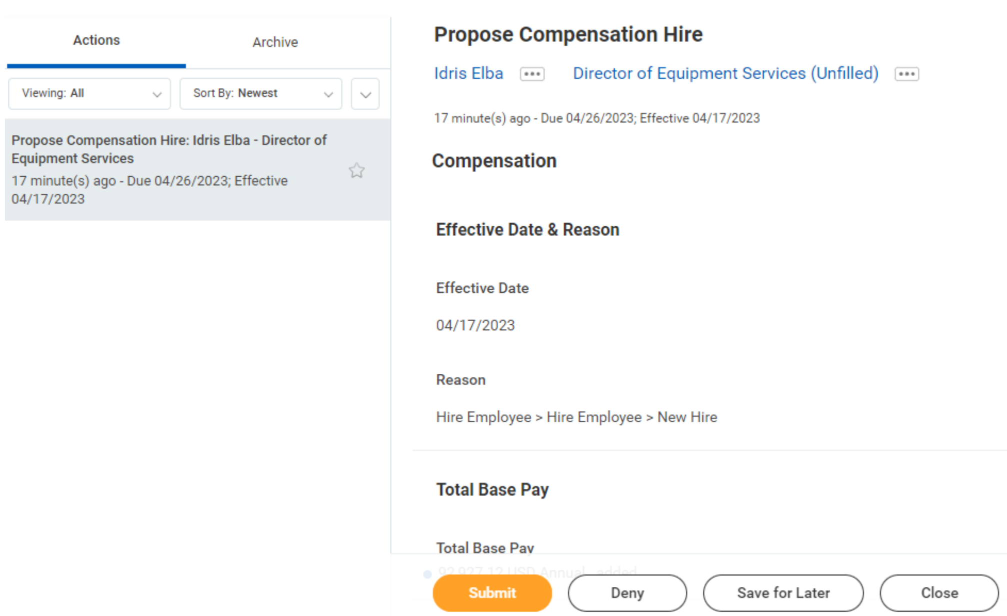
View Your Inbox

1. Click the Inbox icon in the upper-right corner.
2. Click the Actions tab to view your business process tasks, approvals, and to dos.
3. Click the Archive tab to view the status of any business process in which you have been involved.



Completing Inbox Items

1. Select the inbox item you want to take action on.
2. Read through all of the information in the right panel and update any information as needed.
3. Once completed you will have available options listed at the bottom, including options like to Submit, Approve, Save for Later, or Close.
   - Submit/Approve: this information is correct, the business process can continue
   - Save for Later: you have made some changes to the information but it is not ready to submit yet. *This item will remain in your inbox until you submit it.*
   - Close/Cancel: this item is not ready to submit, any changed information will not be saved.



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