Notification Settings in Workday

http://workday.miami.edu

Notification Setting Adjustments			
1. Click the cloud icon.			
 Click My Account. Click Change Preferences 		y Account	
Change Preferences			
In the Parent Notification Type Section:			
Click here to sort Alerts	Parent Notification Type		
Business Processes	6 items		-Click Business Processes.
нсм	Notification Type		Select Approvals.
Recruiting	Approvals	Send Notification Via Channels *	
System	Custom Business Process Notifications	Send Notification Via Channels * Daily Digest Email	To make changes, click the menu button and
	Delegation Notifications	Send Notification Via Channels * Disabled	select one of the
	Reassign Notifications	Send Notification Via Channels * Immediate Email	Approval Options:
	Tasks	Send Notification VIa Channels * Daily Digest Email	 Daily Digest Email Disabled
ОК Сапсе!			Immediate Email
			To save the changes click OK .