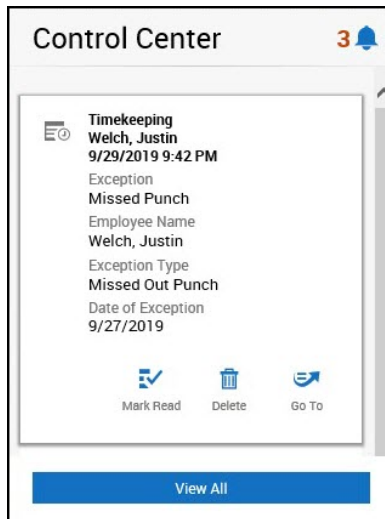




Review Control Center Notifications – Time Approvers

Control Center Navigation and Overview

Control Center is your messaging inbox and it is easily accessible from anywhere in the system.



Bell Icon

A Bell Icon appears in every view in the system. The number next to the icon indicates the number of new notifications in Control Center since the last time you visited.


Preview Panel

Selecting the bell icon brings up the Preview Panel which lets you preview new items and expose quick actions.

View All

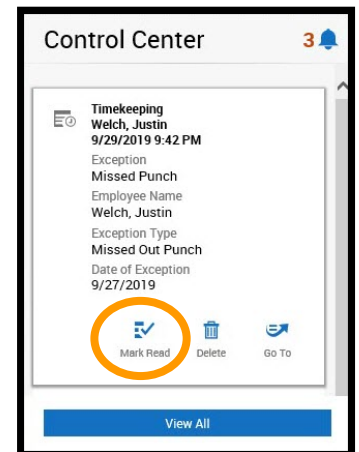
At the bottom of the preview panel, the View All button provides access the full Control Center.

Review Notifications

1. Click on the Control Center alert icon .
2. The Notifications panel will open.
3. Select **Mark Read** to mark the notification as read and dismiss it from Control Center.

To review notification details:

4. Click **View All** button or select a category from the My Notifications tile on your Home page.
5. The Control Center page will open, and more details of the notifications can be reviewed.



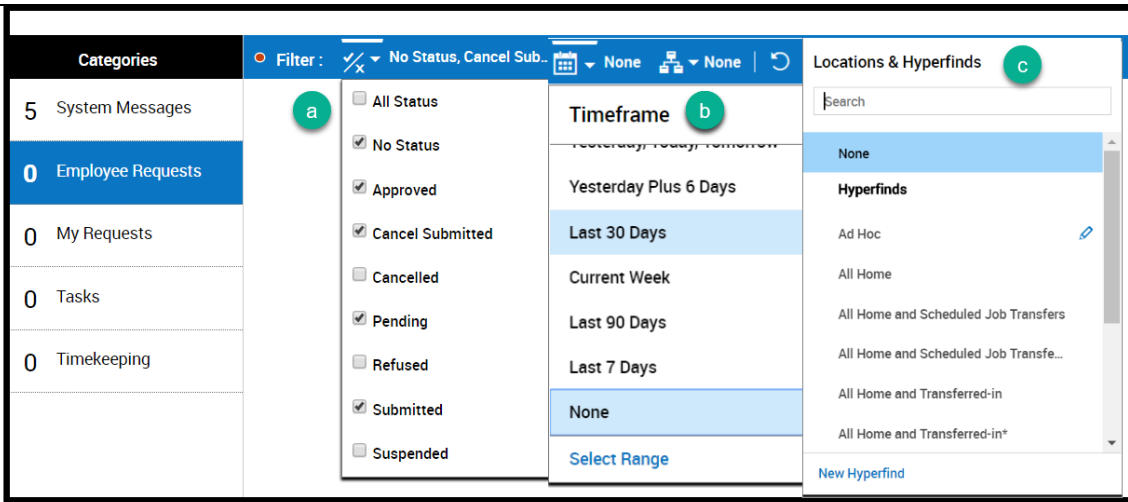
Filter Notifications

If you have many notifications to review:

1. Select a notification category.
2. Select Filtering options as desired:

Note: Depending on the notification category selected not all the following options are available.

- a. Select one or more **Statuses** from the drop-down.
- b. Select a **Timeframe**. Select one of the listed timeframes or **Select range** to select a custom range.
- c. Select a **Hyperfind**.



Sort Notifications

Example

On the Employee Requests category, the time approver selects **Request Sub-type** and sort Ascending.

Then the time approver selects **Employee Name** and sort Ascending.

Notifications will be sorted by the request sub-type first and then by the employee name.

1. Select **Refine**.
2. Select the **Sort** tab.
3. Select a data type and either:
 - Select **ascending**
 - Select **descending**
 - Select **No sort** to stop sorting by this value.
4. Repeat Step 3 as needed.

You can select one or more sort values. The order in which you select the values is the order in which they will be sorted.

The arrows indicate if the value is sorted by ascending or descending, and the number indicates the sort order.

5. Select **Apply**.

