

Accessing your worklist items for EPro Approvers

The last update to PeopleSoft Financials has removed the link in the email to the requisition awaiting approval.

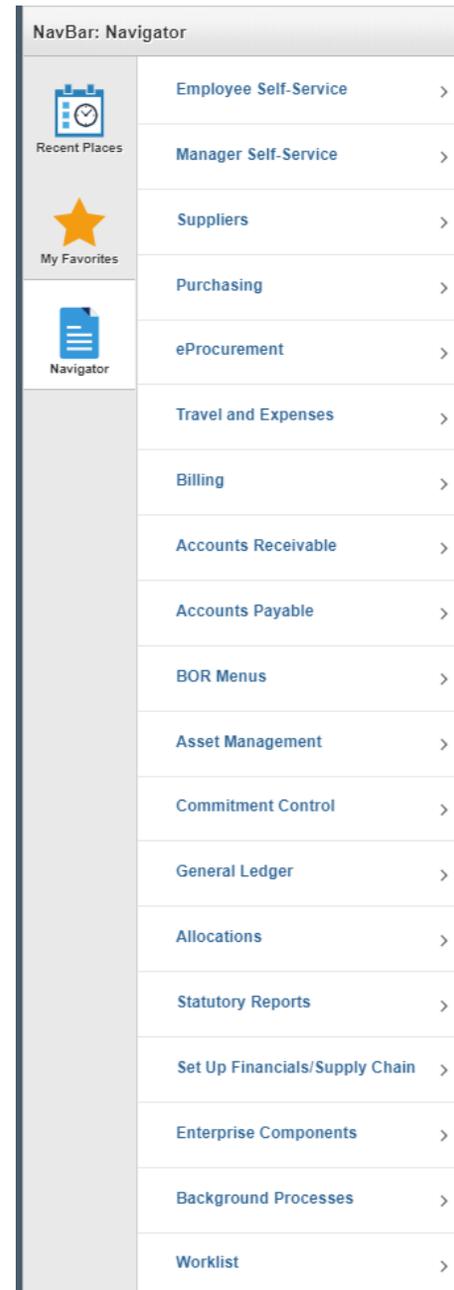
In order to access these requisitions please log into PeopleSoft Financials and follow these steps:



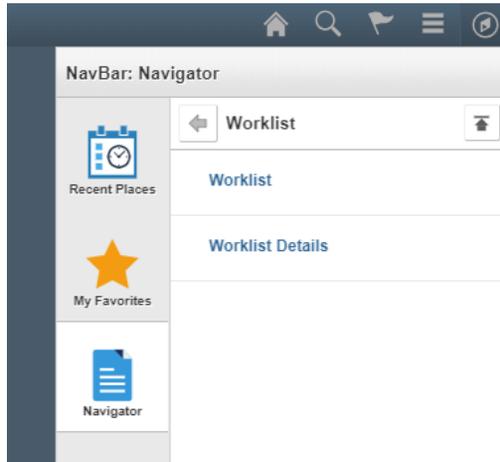
Click on the NavBar ikon in the upper right-hand corner:



The NavBar displays. Click on the Navigator ikon.



Scroll down and click on Worklist:



You should be seeing your worklist now.



Worklist

Worklist for BBURNS: Burns, Barbara

[Detail View](#)

Worklist Filters  [Feed](#) 

Worklist Items

[Personalize](#) | [Find](#) | [View All](#) |  |  | [First](#)  1 of 1  [Last](#)

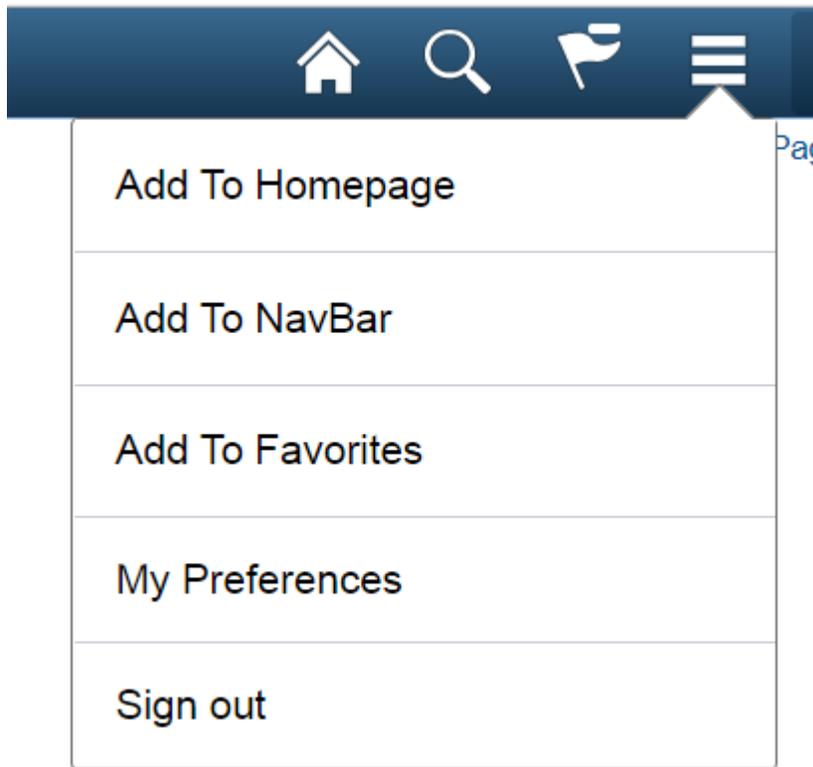
From	Date From	Work Item	Worked By Activity	Priority	Link

[Refresh](#)

If you like, you can add this screen to your favorites by:



Clicking the 'Hamburger' ikon – the one with the three horizontal lines ☺



You have several options here. You can add the worklist to Favorites.

If you add it to Favorites, then the next time you can access your worklist by clicking the NavBar ikon and the 'My Favorites' Ikon:

