HR APPROVER INBOX ENHANCEMENTS

TRANSACTION DETAILS SIDEBAR

The Transaction details view will display a **sidebar** showing your Inbox items, allowing you to move between them without returning to the Inbox.

- While viewing a transaction's details, click any link in the sidebar to view another transaction.
- Items that require action are highlighted in yellow.
- The transaction you are currently viewing will be noted by a black triangle left of the name.
- The sidebar list will default to the same sort order/view as your Active Transactions Inbox.
- Printing the transaction details will not print the sidebar.

OTHER INBOX IMPROVEMENTS

To maximize Inbox efficiency for Approvers, the following changes have been implemented:

- The default order for active transactions in the Inbox will be as follows:
    1. transactions requiring approval by only you
    2. transactions requiring approval by you or another approver
    3. transactions requiring approval by other approvers
    4. transactions requiring processing by the Service Center
- Rejected transactions will move from active to history immediately, helping keep your inbox free of items that no longer require action
- Transactions will be automatically routed to all approvers
- Time-out before your session expires has been increased from 30 to 60 minutes.

SEARCH ENHANCEMENTS

Fields have been added and reorganized to make searching easier and faster:

a. **Employee Name** and **MIT ID** are now at the top
b. **Department Name** is a new search field. Use this to filter the search to show only those transactions within a particular department.
c. **With Attachments** is a new search field. Checking this box searches only for transactions with attached files. For example, if you wish to find all attachments for a particular employee, enter the employee's name or MIT ID and check this box.

HR TRANSACTION APPROVER PREFERENCES

The preferences page allows you to control Inbox settings to facilitate the way you work.

1. Select **HR Preferences** from the Employees tab in SAPweb.
2. Make changes to the following Settings as desired:
   a. *Receive Approver Email Notifications:* Choose **No** if you prefer not to receive approver email notifications.
   b. *Delete Transaction from History Display after:* Adjust this number anywhere from **1 to 90**, to control how long items stay in History.
   c. *Default Approver Inbox Display:* Filter your Inbox to show only items needing approval
   d. *Confirmation Page Display:* To move through your transactions faster, choose to **Skip the Confirmation page** after each approval or rejection
3. When finished adjusting your settings, click **Save.**