Activating/De-Activating Approver Email Notifications

• Click on Common Tasks in the menu on the left, go to the Action List button under Quick Links.

KUALI RESEARCH	Common Tasks		
Dashboard	Quick Links	Award	Institutional Proposal
Q Search Records			
🔄 Common Tasks	Action List	All My Awards	Create Institutional Proposal
🖙 All Links	Doc Search	Create Award	Create Proposal Log
	Ourrent & Pending Support	Search Awards	Search Institutional Proposals
	2 Person Training		Search Proposal Logs
	View S2S Submissions		
	Locks		

• Click on **preferences** in the upper right corner.

KUALI RESEARCH	Kuali Research	
Dashboard	Action List	references refresh filter
Q Search Records		
🔽 Common Tasks	Action List Outbox	T I
G) All Links		
	No Action List items found	

• Scroll to bottom of the Workflow Preferences.

Kuali Research		
Workflow Preferences		
General		
Automatic Refresh Rate:	15	in whole minutes - 0 is no automatic refresh.
Action List Page Size	10	
Delegator Filter	Secondary Delegators on Act	
Primary Delegate Filter	Primary Delegates on Action 🔻	
Fields Displayed In Action List		
Document Type		
Title	×	
ActionRequested		
Initiator		
Delegator	2	
Date Created		
Current Route Node(s)		

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Processed Processed Exception Image: Complete Canceled Image: Complete All Notifications For Image: Complete Send Email Notifications For Image: Complete Image: Complete Ima		11101									
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Ail Notification Preferences Receive Primary Delegate Emails Receive Secondary Delegate Emails Default Email Notification Immediate Document Type Notifications None add Send Email Notifications For		Exception	• • (0		0	۲	0	0	0	0
ail Notification Preferences Receive Primary Delegate Emails Receive Secondary Delegate Emails Default Email Notification Immediate Document Type Notifications Occument Type Notifications Send Email Notifications For		Canceled	• • (0	۲	0	0	0	0
Receive Primary Delegate Emails Receive Secondary Delegate Emails Default Email Notification Immediate Document Type Notifications Immediate Send Email Notifications For Immediate Immediate <th>il Notificatior</th> <th>n Preferences</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	il Notificatior	n Preferences									
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Default Email Notification Document Type Notifications Occument Type Notifications	Rec	e Secondary Delegate Emails									
Document Type Notifications Document Type Notification Preference Actions None add Send Email Notifications For Image: Complete Image: Acknowledge Image: FYI Image: Acknowledge Image: FYI		Default Email Notification	Immediate 🔻								
Document Type Notifications None add Send Email Notifications For Complete Approve Acknowledge FYI			Docum nt Type			Notific	ation I	Prefere	nce	A	ctions
Send Email Notifications For Private Approve Acknowledge FYI		Document Type Notifications	9			None				•	add
		Send Email Notifications For	 ✓ Complete ✓ Approve ✓ Acknowledg ✓ FYI 	e							

Check **Receive Primary Delegate Emails** if you are a primary approver and need to receive emails regarding research proposals to approve. When you are unavailable to review/approve research proposals, you may wish to un-check this box so that you do not receive the notices (although the proposals will still appear in your queue on your Kuali Research dashboard). Please communicate with your back-up approver. Check Receive Secondary Delegate Emails when

you are a back-up approver and the primary approver is unavailable, so that you will receive email notices regarding proposals to approve in your queue. When you are a back-up approver, proposals ready to approve will be visible on your dashboard **and** the primary approver's dashboard. The primary approver should communicate with you when they need you to approve in their place.