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NAVIGATION TABS

Home	Contains commands from all tabs. At a glance you can see Common Actions, Recently Viewed Documents, Alerts, Search Bar, To Do List, along with the My Documents section.
Sourcing	Search Sourcing Projects and view the status of events you are involved in. Review sourcing events pending your review/approval.
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1. Click on the Preferences tab then select **Change your profile** from the drop down menu. 2. Edit default POC/PI or the default "Ship To" shipping address for your account.

EMAIL NOTIFICATION PREFERENCES

3. Click on the Preferences tab, then select **Change email notification preferences** from the drop down menu.



4. Click the **arrow** beside **Edit Preferences for:**, then select the desired document type. For this example, select **Requisition** from the drop down menu.



Note: If you generally approve only one document type, you may want to make notifications more frequent for that document type.

5. Click the **arrow** beside the field **When I am an approver:** to display the drop down options.

6. Select your choice (Send email immediately or Send email summary).

7. To turn off all email notifications, click the **arrow** beside the field **When I need to approve a document:** to display drop down options and select



SETTING UP YOUR DASHBOARD

You can easily customize your dashboards to display only the content items you are interested in, **minimize** or **maximize** their display, or **move** them to different parts on the page.

You can also use the **Configure tabs** link in the upper right corner. After clicking that button, you can manage tab content such as **"Revert to Default Settings"** to revert back to the original view.

You can use the **drag and drop** feature to plot content information into various dashboard locations to suit your needs. The **"To Do"** and **"My Documents"** content boxes are better utilized as full panel views to view all required action options (see screenshot below).



DELEGATING AUTHORITY

You can delegate user rights to another individual while you are away for a defined period. This allows the delegated individual to perform EPIC duties on your behalf. If you do not have default profile information entered, you won't be able to delegate—but the Aurora Finance Help Desk is happy to do this for you.

3. Click on the **Preferences** tab, then select the **Delegating Authority** option.

4. Click **arrow** beside **Delegatee Field**, click on

Search for more... Type the name you need. Click **Search**.

If you search using both the first and last name, please insert an extra space between the first and last name. **Select** the desired name.

5. Enter the Start date & time, End date & time and the reason for delegating, then click **Next**.

6. Click **Next** again to review changes (ignore approval flow).

7. Click **Submit** to confirm your request.

8. Click **Home**.

9. The next time the user who has been granted access to delegate log in, the option to login as "Yourself" on the delegated is shown.

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