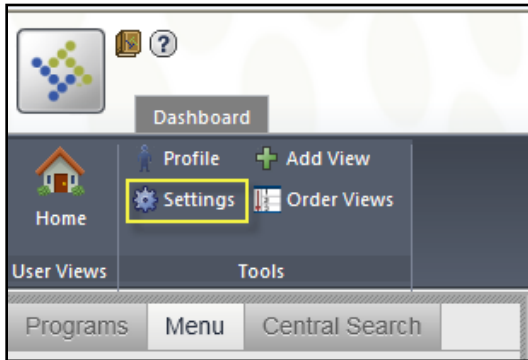# Adding My Work to Dashboard

The following provides instructions on how to add MY Workflow to the employee's dashboard. This will allow employees to obtain and respond to MUNIS Workflow Email Notifications and Approvals.

PLACING MY WORKFLOW ON THE DASHBOARD

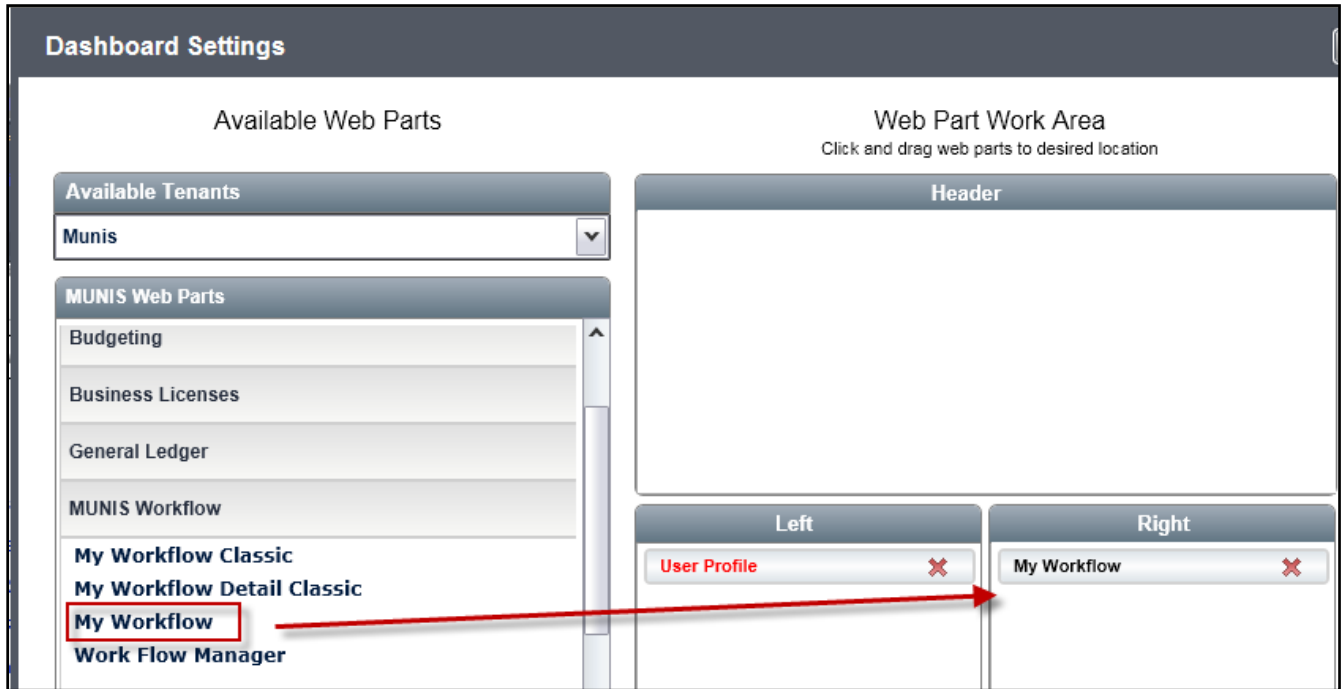1. From the main Dashboard, click on Settings.

2. From the Dashboard Settings screen, click on the drop down arrow in the Available Tenants section and select MUNIS.
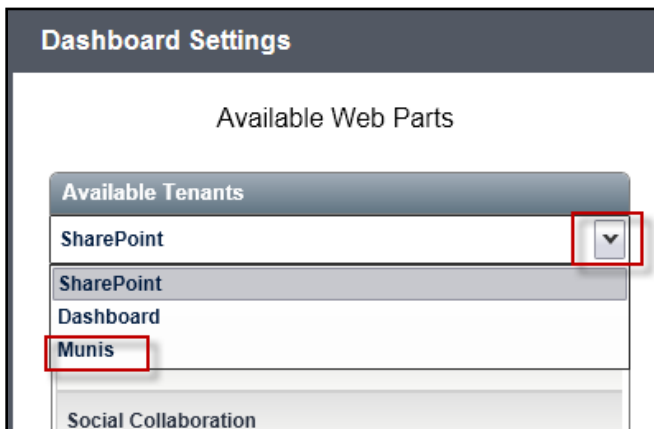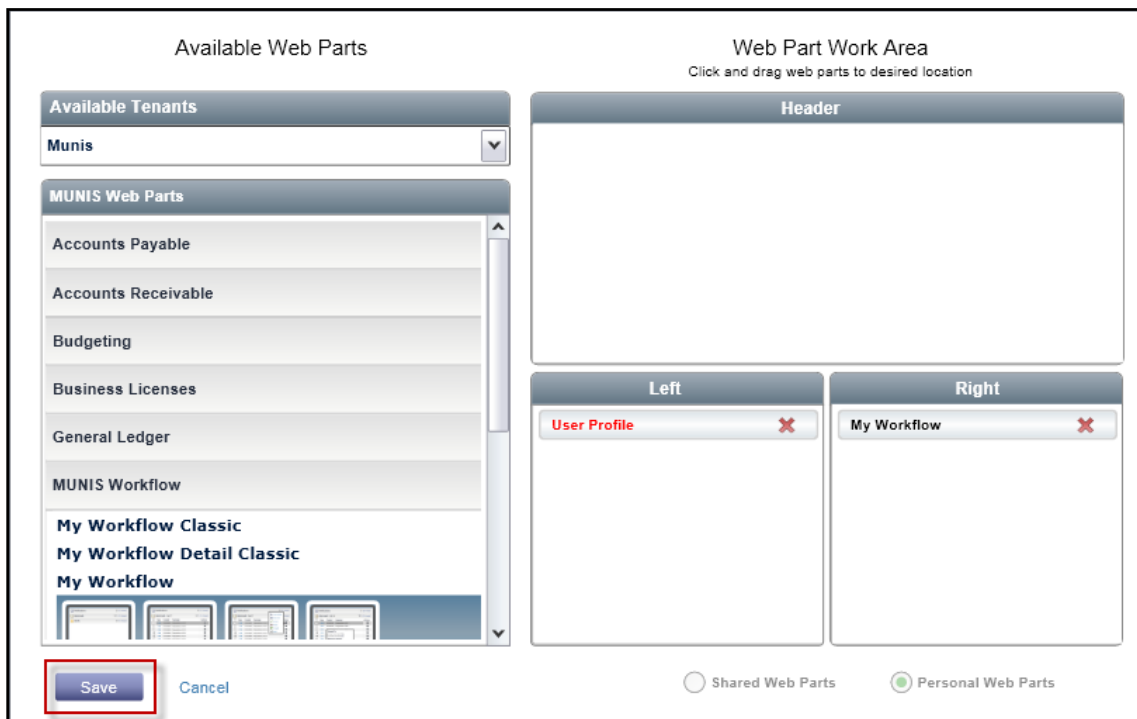

3. From the MUNIS Web Parts section, click on MUNIS Workflow.

4. From the MUNIS Workflow section, click on **MY Workflow** and **drag** it to the right portion of the dashboard pane.
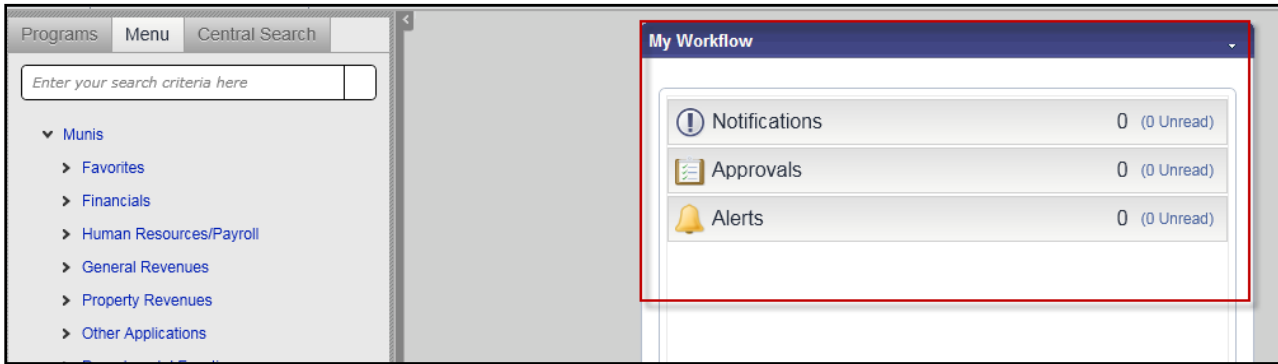

5. Click on Save, located in the lower left hand corner of the screen.

6. Click on the located in the right hand corner of the Dashboard Settings screen.

7. The MY Workflow pane will display on the right side of the dashboard.

USING MY WORKFLOW

1. The MY Workflow pane will display on the right side of the dashboard will provide an overview of the Notifications (Emails Notifications), Approvals (requisitions, budget transfers, etc) and Alerts. Click on any of these areas to get a list of workflow notifications and/or approvals.
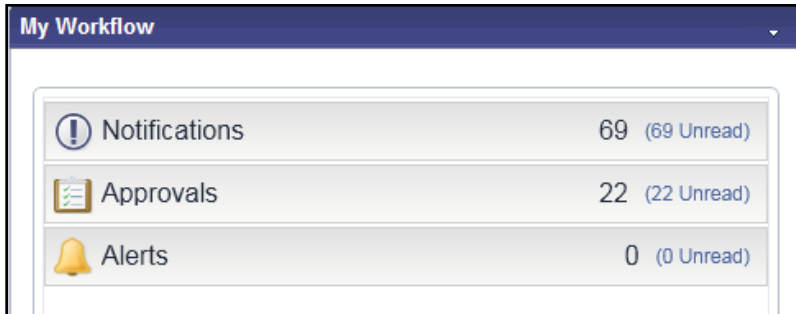

2. **APPROVALS** – The pull down arrow will all for the selection of approval types.
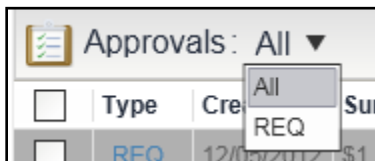

3. **APPROVALS** – To view an approval workflow transaction, click on the check box next to the transaction and using the pull down arrow under the Actions section, a list of options will display. Approvals that are processed will be removed from the Approval listing.
   - View Details – Provides high level details of the workflow transaction.
   - More Info – Will launch the transaction screen (Requisition) and provide the user with the actual transaction record in MUNIS.
   - Accept – Will accept/approve the transaction for further processing.

- Reject – Will reject the transaction and also allow the approver to indicate rationale for the rejection and send an email to the requestor.
- Forward – Will forward the approval transaction to another approver.
- Hold – Will place the transaction on hold.
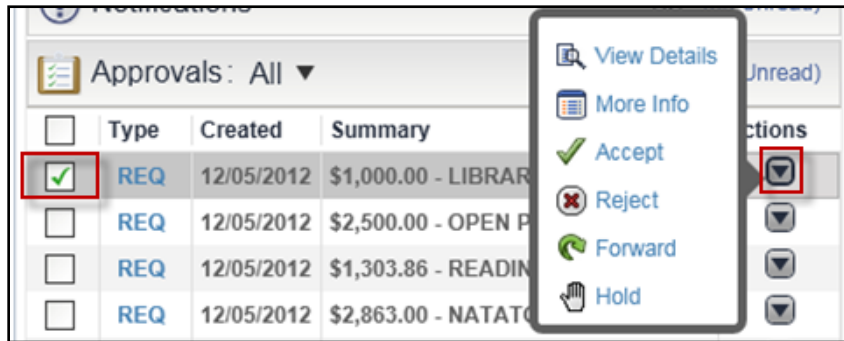
4. **NOTIFICATIONS** – Notifications are basically email notifications sent to the dashboard and provide the transaction detail behind the notification.
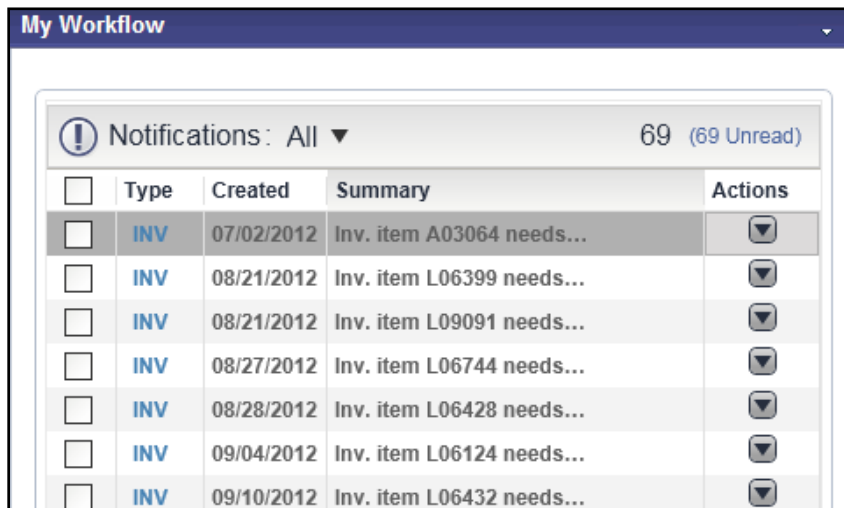
5. **NOTIFICATIONS** – Like Approvals, Notifications can be filtered by Notification Type by clicking on the Notifications pull down arrow.
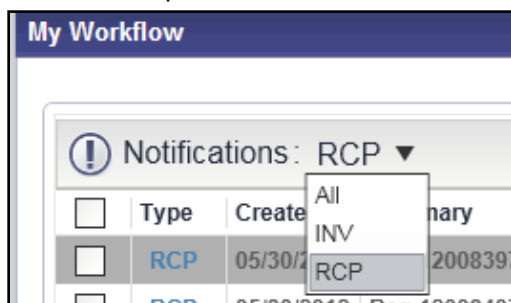
6. **NOTIFICATIONS** – Notification option include viewing details specific to the notification or dismissing the notification transaction. These options are available by using the pull down arrow under the Actions section. Notifications that are Dismissed are removed from the Notification listing.