

In Uaccess Financials go to your action list and select preferences.



Scroll down to the Email Notifications Preferences. Select default Email Notification

Document Route Status Colors for Actionlist Entries												
Saved												
Initiated												
Disapproved												
Enroute												
Approved												
Final												
Processed												
Exception												
Canceled												

Email Notification Preferences			
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>		
Receive Secondary Delegate Emails	<input type="checkbox"/>		
Default Email Notification	None		
Document Type Notifications	None		
Send Email Notifications For	<input type="checkbox"/> Approve <input type="checkbox"/> Acknowledge <input type="checkbox"/> FYI		

Document Type	Notification Preference	Actions
None	None	add

I recommend Sending email notification for Approve. Don't forget to save your preferences.

Email Notification Preferences		
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>	
Receive Secondary Delegate Emails	<input type="checkbox"/>	
Default Email Notification	None	
Document Type Notifications	None	
Send Email Notifications For	<input type="checkbox"/> Complete <input type="checkbox"/> Approve <input type="checkbox"/> Acknowledge <input type="checkbox"/> FYI	

[save](#) [reset](#) [cancel](#)