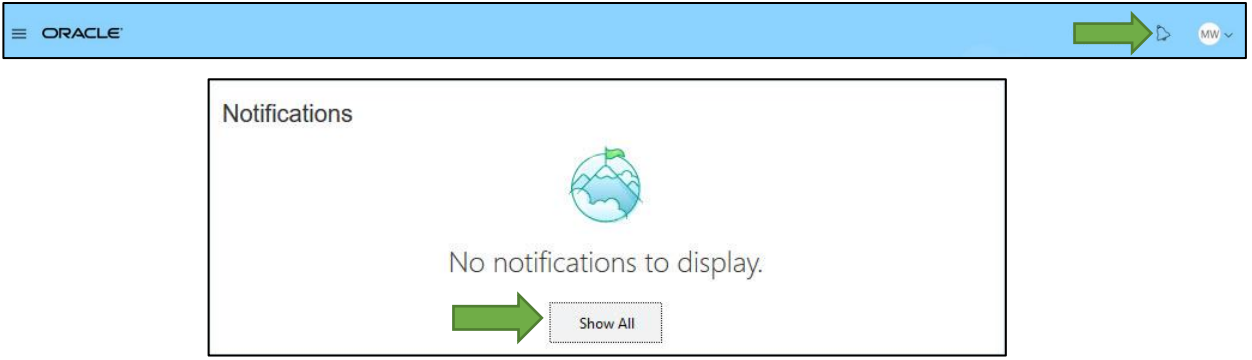

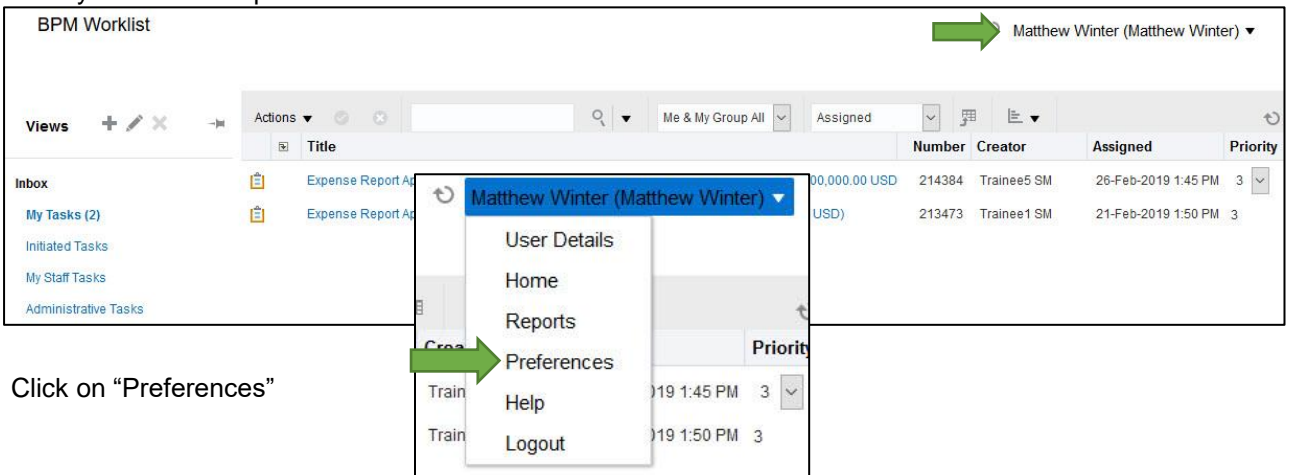
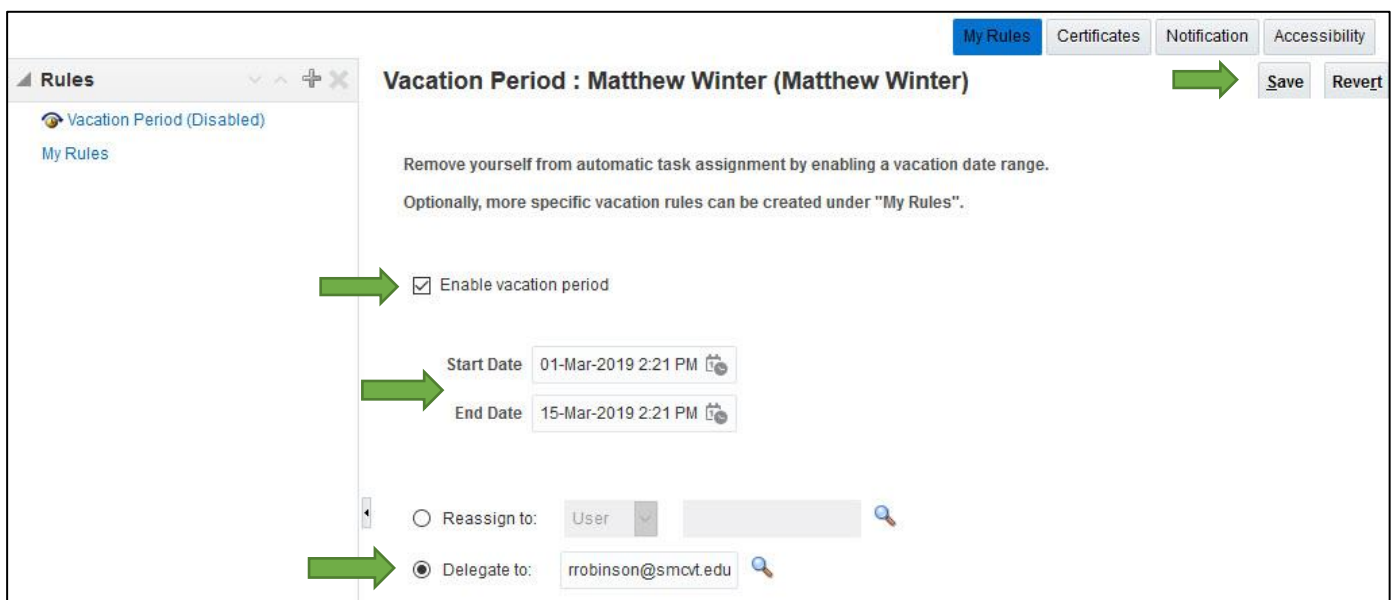


Setting Vacation Rules for Approvals

Follow this process to delegate approvals for a short period while you are unable to access Oracle

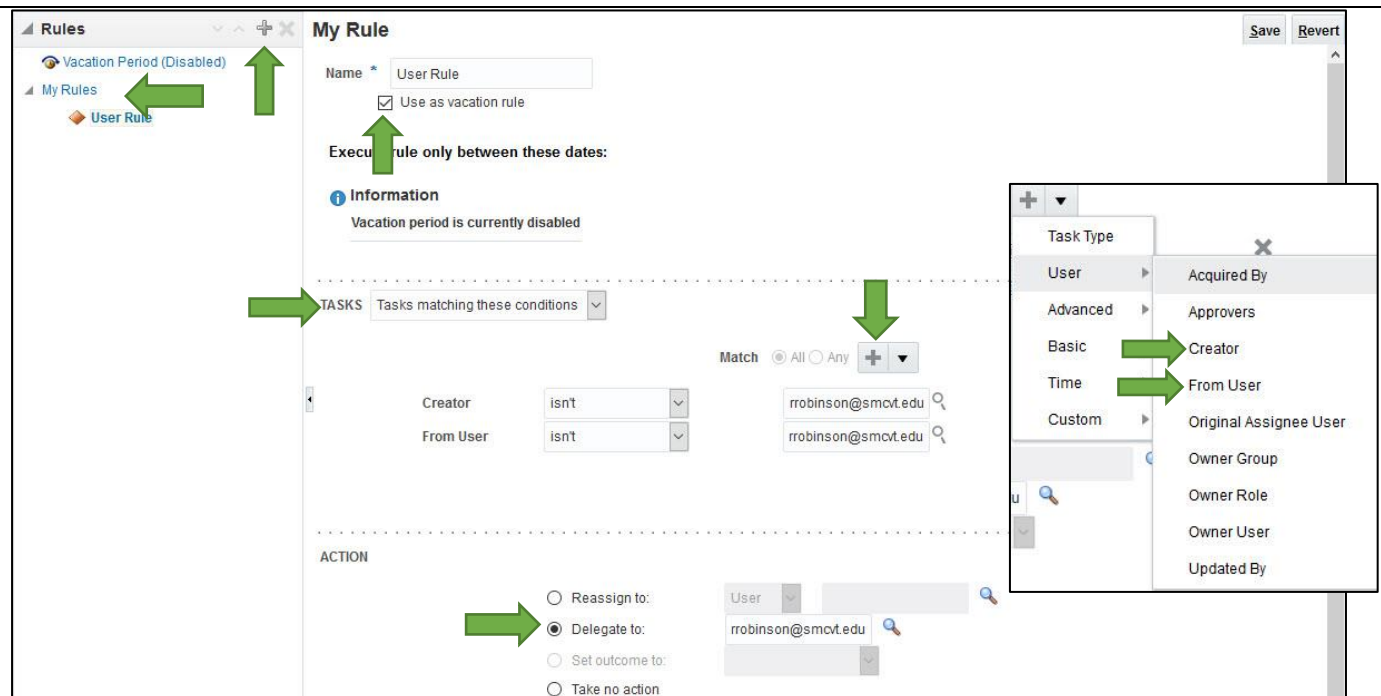
| Process Step & Description | Action |
|--------------------------------------|--|
| 1.1 Go to the Notifications Worklist | <p>Navigation Path: ➤ Notifications Icon → Show All → Worklist</p>   <p>*This will open the Worklist in a new window</p> |
| 1.2 Navigate to Worklist Preferences | <p>Click your name to open the menu</p>  <p>Click on "Preferences"</p> |

1.3 Enable vacation period and enter delegate



Enter the dates you will be absent and use the search icon to select a delegate that will approve on your behalf

1.4 Enter Custom Rule to finalize delegation



Click on "My Rules" and click the "+" button too add new.
Check "Use as vacation rule"
Select "Tasks matching these conditons"
Add criteria User – Creator : **Isn't** and User – From User : **Isn't**
Use the search icon to add the same person as your delegate as you did in step 1.3 to all three fields
Click save.

1.5
Delegation
Rule when
delegating
to Direct
Report

When delegating approvals to your direct reports, you must delegate their submissions to someone else.

Create a second rule mimicking the first with the following changes to the criteria:

| | | | | |
|-----------|----|---|---------------------|---|
| Creator | is | ▼ | rrobinson@smcvt.edu | 🔍 |
| From User | is | ▼ | rrobinson@smcvt.edu | 🔍 |

Select a delegate that will receive approval requests from the original deleagte.