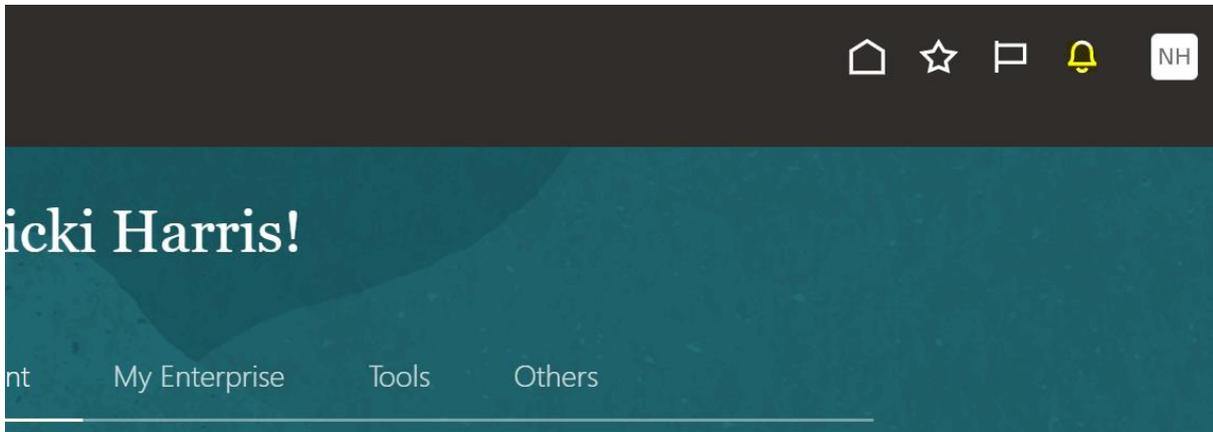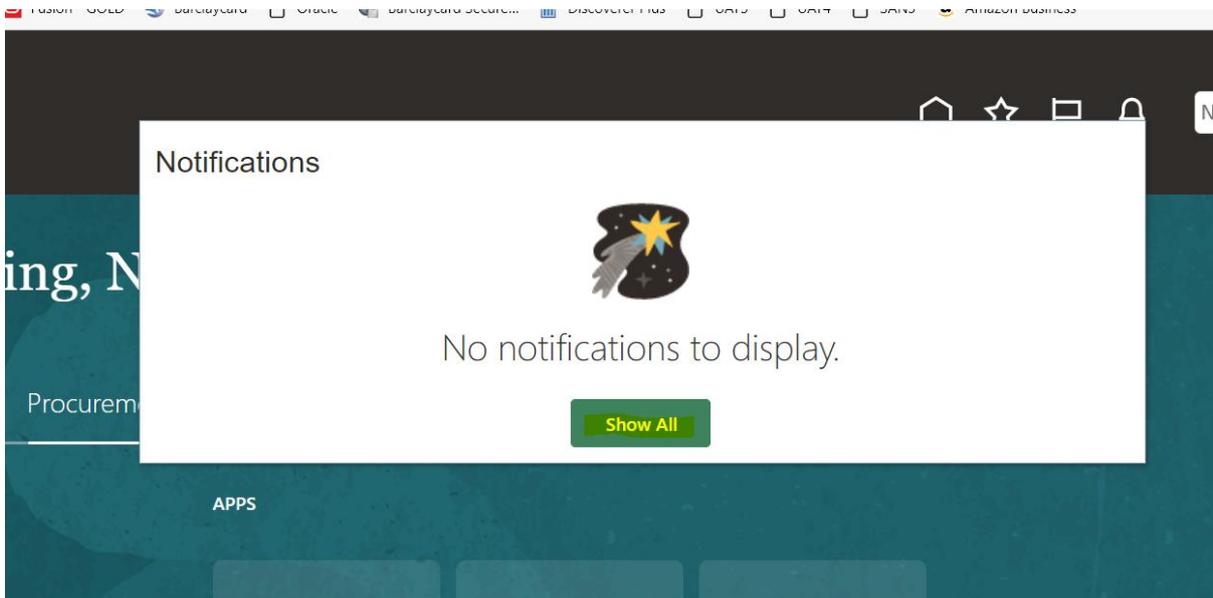# Vacation Rule/Delegate Approval
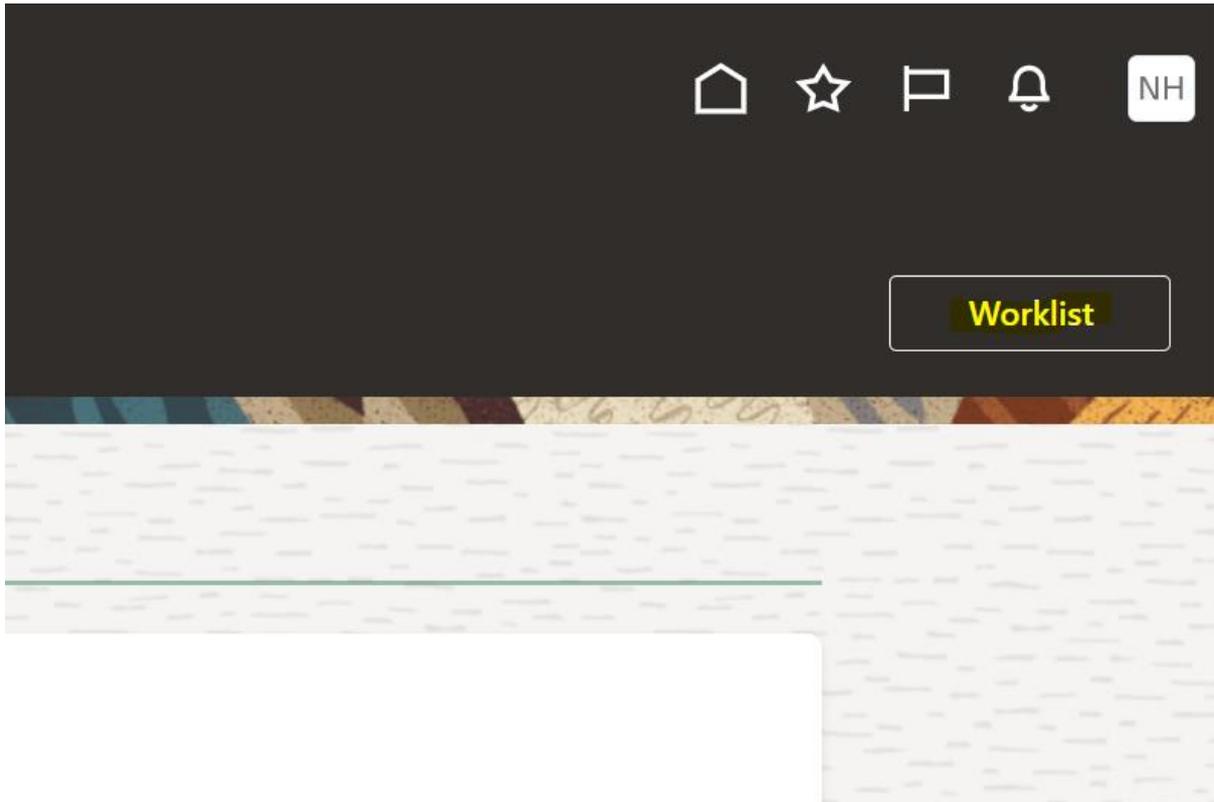
How to set a Vacation Rule/Delegate Approval

Step 1: Navigate to the bell icon

Step 2: Select show all – if you have notifications 'Show all' will be in the top corner

Step 3: Select worklist

**Step 4:** Select the drop down alongside your name in the corner

BPM Worklist   Nicki Harris ▼

Actions ▼ ☑ ☒		Number	Creator	Assigned	Priority
ition 1254 Rejected		314744	Nicki Harris	03/05/2023 10:15 AM	3
ition 1254 Entered by Marys		314325	Maryse Kivell-G…	03/05/2023 9:47 AM	3
sing Document Approval(CF		296467		27/04/2023 4:00 PM	3 ⌄
e Requisition 668		295918	Nicki Harris	27/04/2023 2:13 PM	3
ent (Purchase Order) SC00		265327	Neil Payne	17/04/2023 9:48 AM	3

Step 5: Select preferences in the drop down
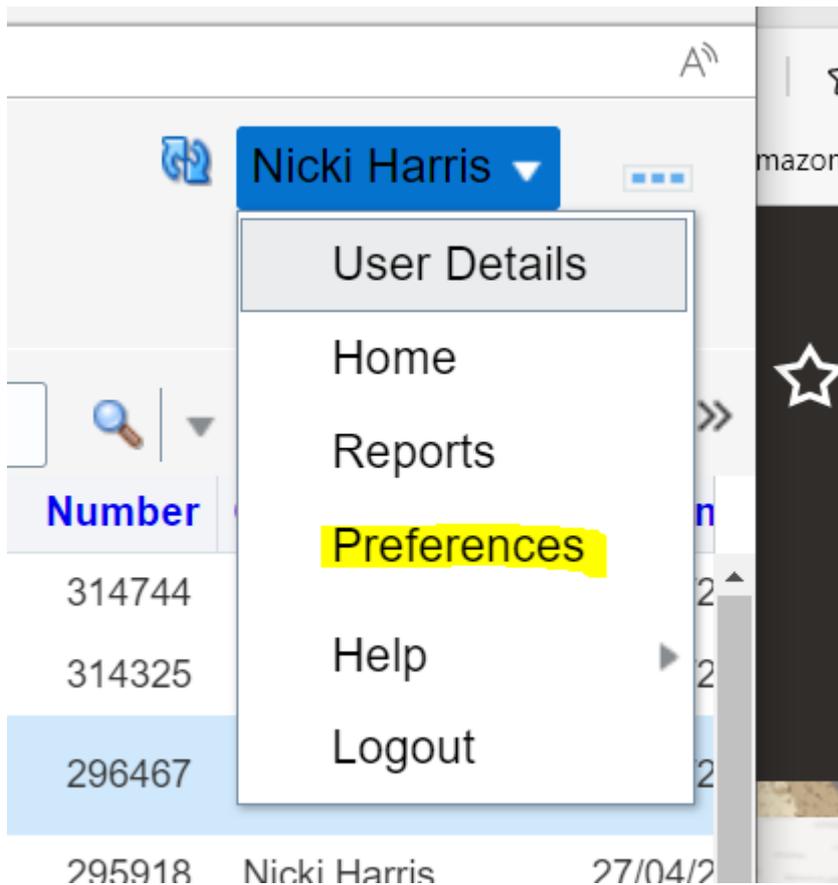
Step 6: Select the 'My Rules' tab along the top

- Start Date of vacation
- End date of a vacation

Then enter the User of whom the notifications will be delegated to:

The **Delegate** option tends to be the most common option to select as this would empower/give the delegated User the same limit of authority as the person setting the vacation rule and maintains the same approval hierarchy.

The **Re-assign** option will use the approval hierarchy of the person that the approval has been re-assigned to which may not necessarily be the same hierarchy as the person setting the vacation rule.