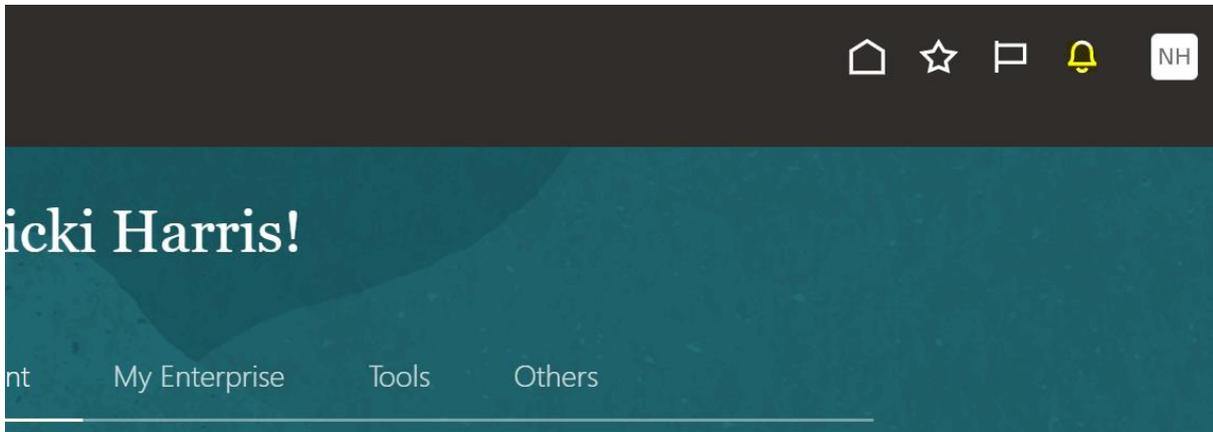


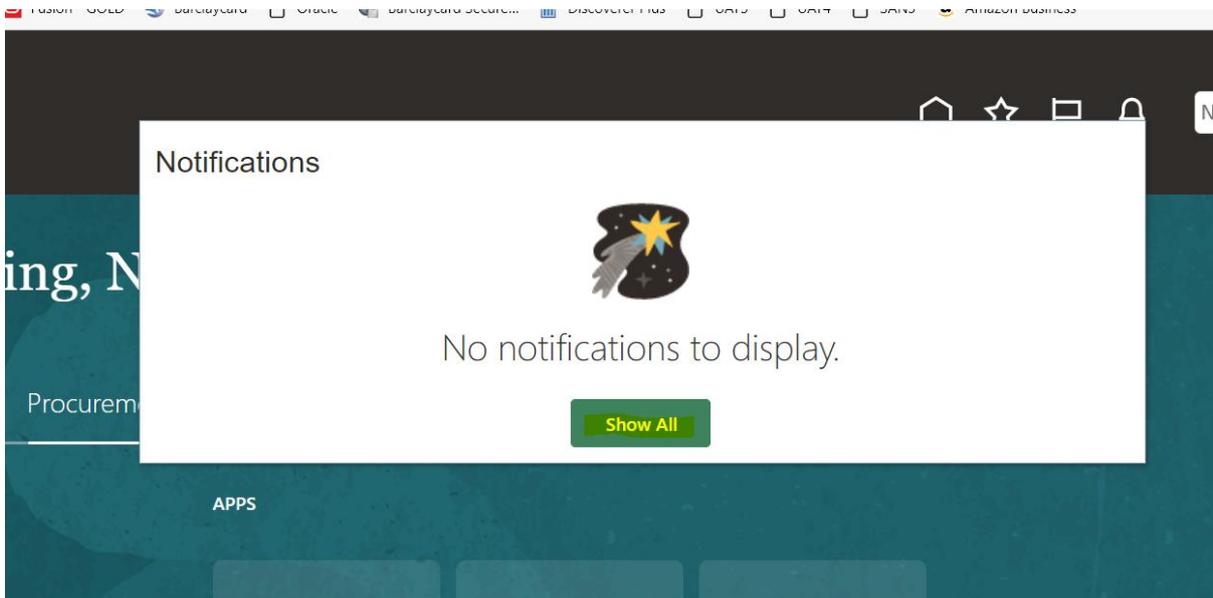
## Vacation Rule/Delegate Approval

How to set a Vacation Rule/Delegate Approval

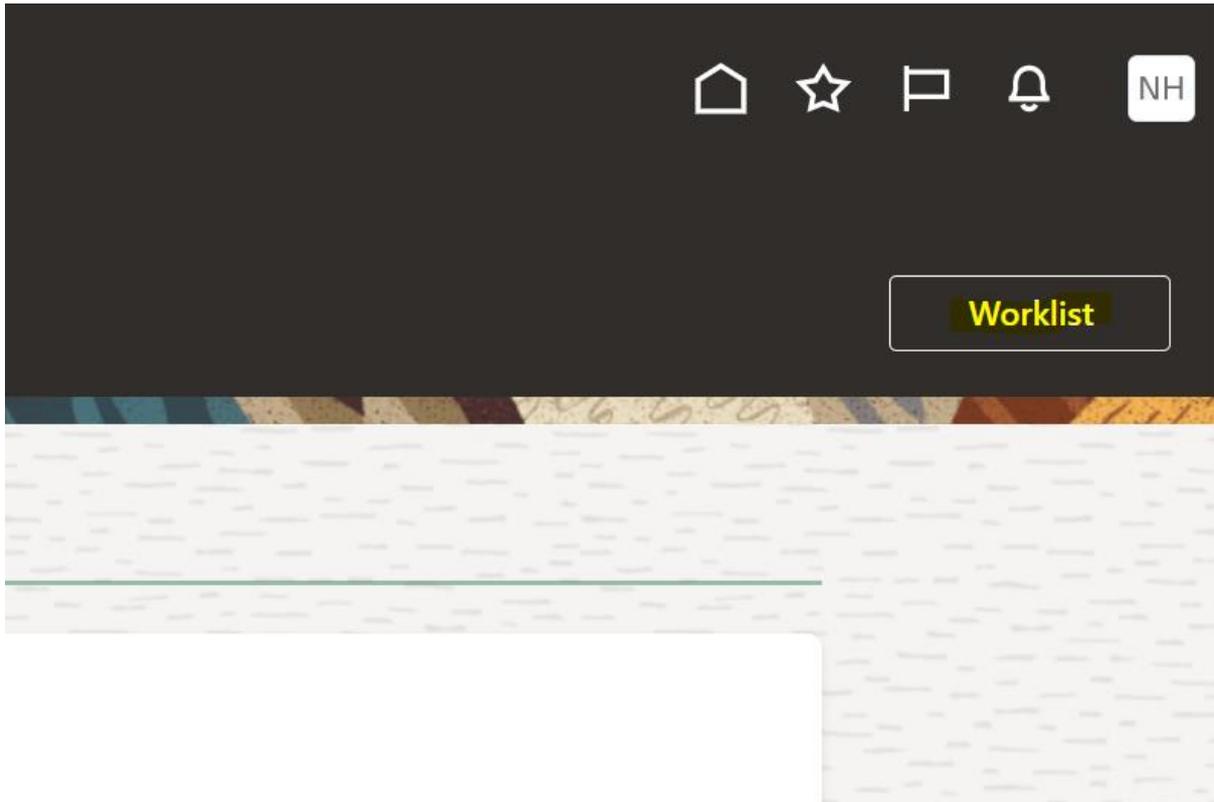
**Step 1:** Navigate to the bell icon



**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

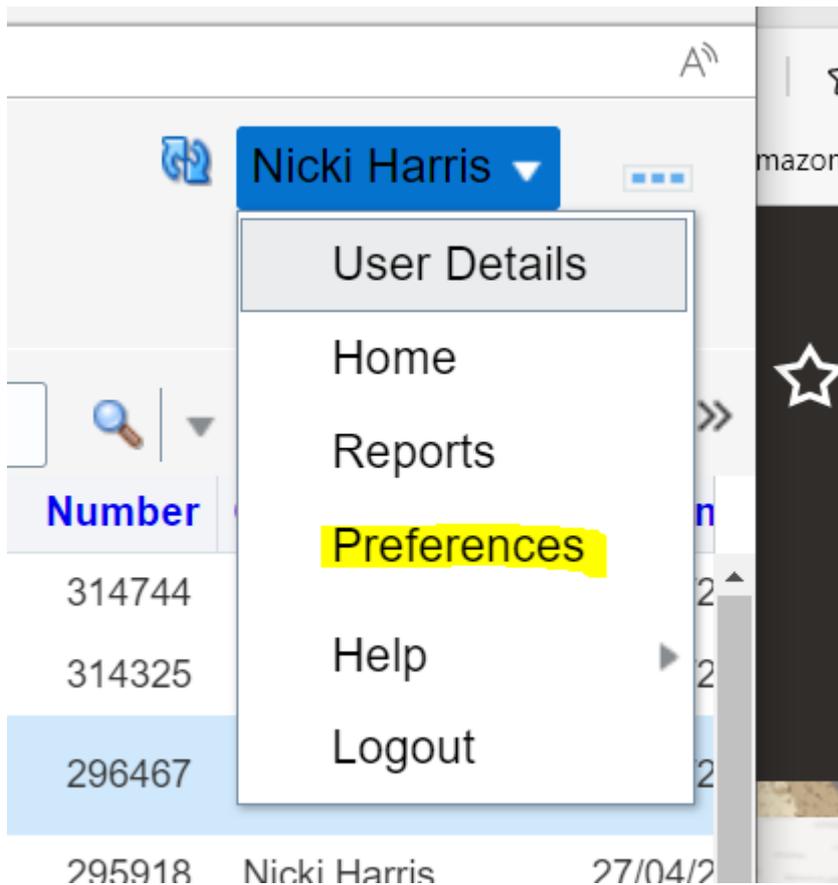
am3.oraclecloud.com/integration/worklistapp/faces/home.jspx

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 screenshot shows the Oracle BPM Worklist interface. At the top, the Oracle logo and 'BPM Worklist' are visible. The user 'Nicki Harris' is logged in. A navigation bar includes 'My Rules' (highlighted), 'Certificates', 'Notification', and 'Accessibility'. The main content area is titled 'Vacation Period : nicki.harris@swansea.gov.uk' and includes 'Save' and 'Revert' buttons. Below the title, there is instructional text: 'Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".' A checkbox labeled 'Enable vacation period' is currently unchecked. Below this are two date input fields: 'Start Date' and 'End Date', each with a calendar icon. At the bottom, there are two radio button options: 'Reassign to:' and 'Delegate to:'. The 'Reassign to:' option is selected and has a dropdown menu showing 'User' and a search icon. The 'Delegate to:' option is unselected and also has a search icon.

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.