

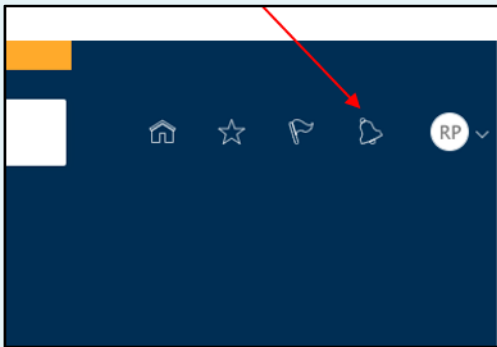
QRG – Vacation Rules

1. Launch One Source

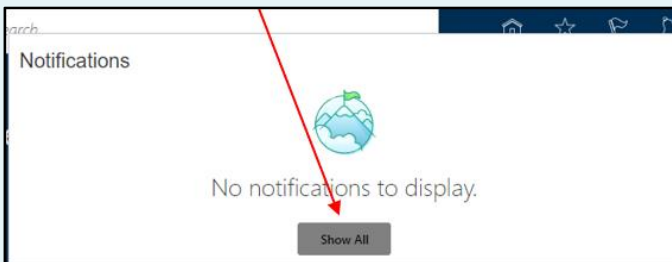
Step 1. Sign in to One Source (Oracle Cloud Application) and click on the **Home** button  at the top right corner.



Step 2. Click on the **notification bell (the bell)** in the top right-hand corner of the home screen.

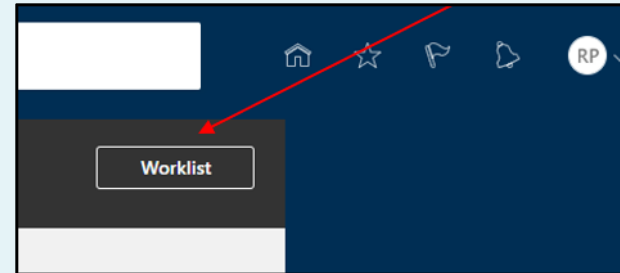


Step 3. On the pop-up box click **Show All**. This will take you to the Notifications screen.

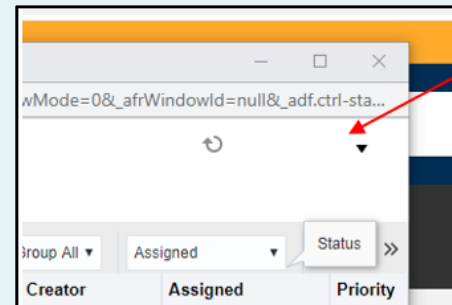


2. Worklist & Preferences

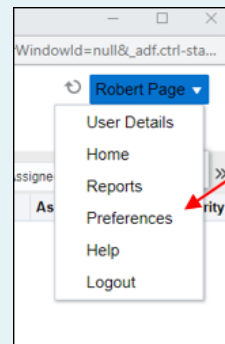
Step 4. On the notification screen click on worklist in the top right-hand corner. This opens a new window.



Step 5. On this new window click on the **downward pointing arrow** in the top right-hand corner. When you hover over this it will bring up your name.



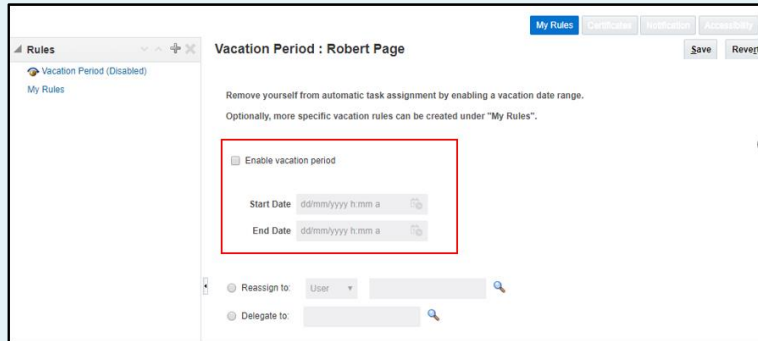
Step 6. A pop-up menu will appear. Select **preferences**. This will open the vacation period page.



QRG – Vacation Rules

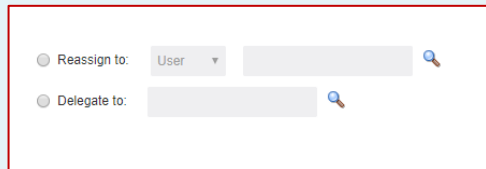
3. Set Vacation Rules

Step 7. On the vacation period select **enable vacation period** and then enter the **start and end dates**.



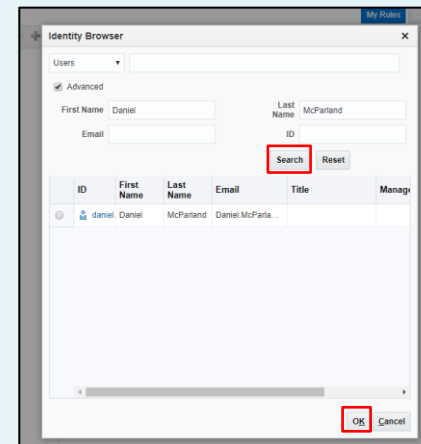
Step 8. You then need to reassign or delegate you authorisations to an appropriate person. Reassigning will mean moving the whole authorisation process to a different line management structure so instead of Line Manager A1 – Line Manager A2 – Senior Manager A it will become Line Manager B1 – Line Manager B2 – Senior Manager B. Delegating will mean only the next level of authorisation will move so instead of Line Manager A1 – Line Manager A2 – Senior Manager A it will become Line Manager B1 – Line Manager A2 – Senior Manager A.

Step 9. To reassign/delegate first click on the **radio button** next to which option you are using reassign/delegate then click on the **magnifying glass** next to the relevant category.

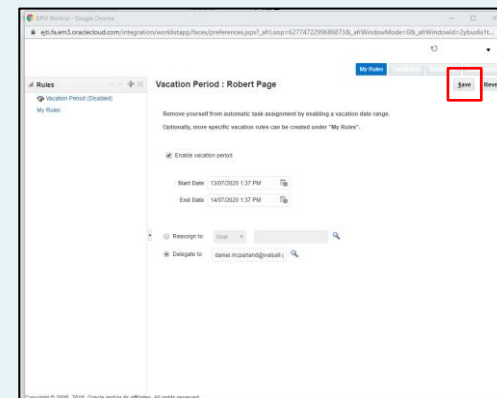


4. Set Vacation Rules

Step 10. A search box will open to allow you to search for the officer you want to reassign/delegate to. You can search by first name, last name, or email address. Do this by entering into the relevant fields and click **search**. Select this person and then click **ok** to return to the vacation period screen.



Step 11. Once the vacation period and officer have been set click **save**. That will then be the vacation rule set.



Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.