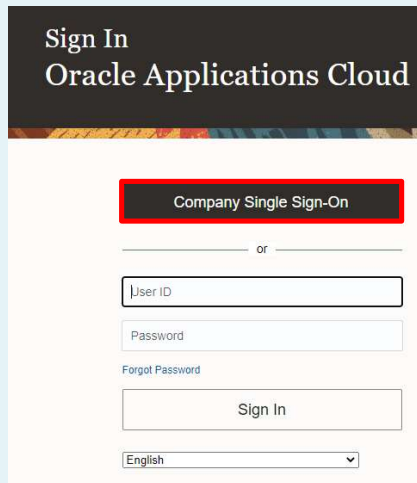


QRG Set a Vacation Rule

1 Launch One Source

Step1. Sign in to One Source (Oracle Cloud Application) using the 'Company Single Sign-On' button.



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

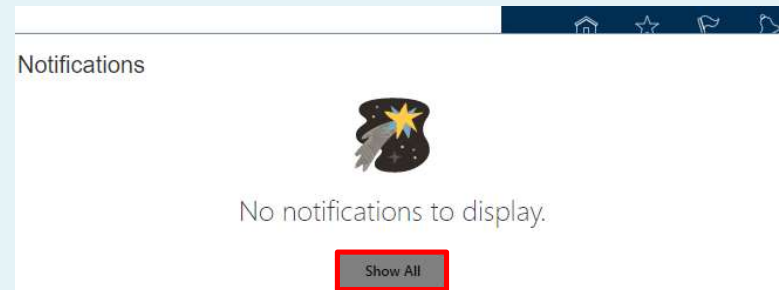
English

Step2. Click on to the **Bell** icon in the top right corner.

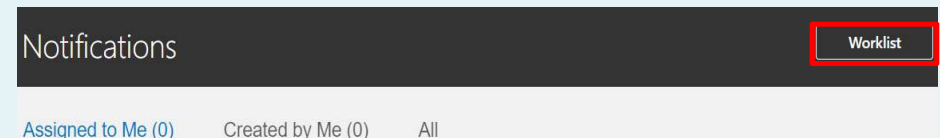


2 Go to Worklist

Step3. Click on **Show All**.



Step4. Click on **Worklist**.



The following pop-up screen will appear.



https://ejti-dev3.fa.em3.oraclecloud.com/integration/worklistapp/faces/home.jspx?_afzLoop=38644888600439718&_afzWindowMode=08&_afzWindowId=n...

BPM Worklist Dummy Manager

Views + -

Actions Me & My Group All Assigned

Title	Number	Creator	Assigned	Priority
2021-22 Mid-Year Performance Conversation – Manager Was Eva	506111	Dummy Supe...	21/06/2021 11:16...	3

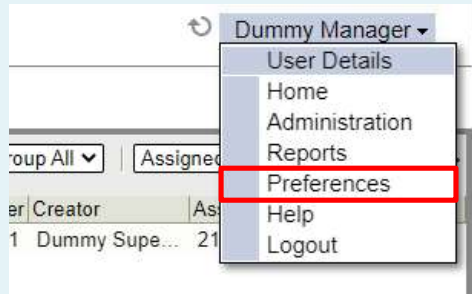
Inbox

- My Tasks (1)
- Initiated Tasks
- My Staff Tasks
- Administrative Tasks

QRG Set a Vacation Rule

3 Enable Vacation period

Step5. In the top right corner under your name, Click on the drop-down list and select **Preferences**.



Step6. Tick the **Enable vacation period** box.

Vacation Period : dummy.manager

Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

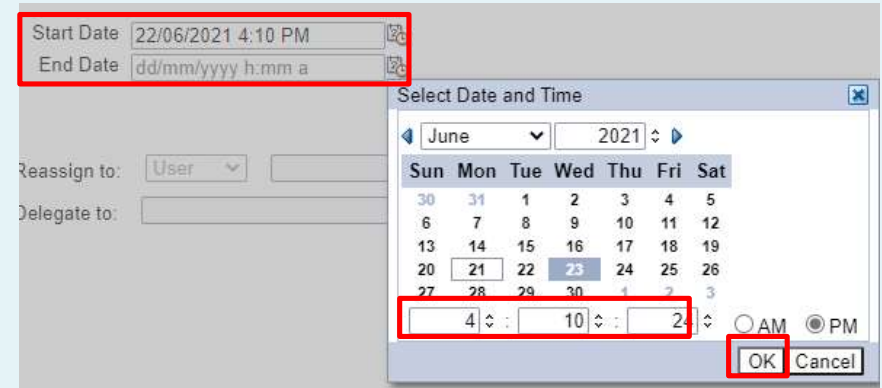
☒ Enable vacation period

Start Date

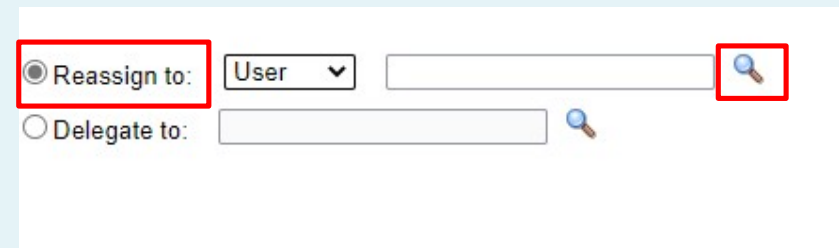
End Date

4 Enter Time and Date

Step7. Enter your start and finish date and time and then click on **OK**.



Step8. Select the Reassign to and click on the manifer icon.



QRG Set a Vacation Rule

5 Assign a Person

6 Remove Assigned Person

Step9. The following box will appear. Enter **First name** and **Last name** to whom you wish to send the notifications to, click on **search**, then select the person and click on **OK**.

Identity Browser

Users

Advanced

First Name: dummy Last Name: Employee

Email: ID:

Search Reset

Select	First Name	Last Name	Email	Title	Manager	Organization
☒	dummy	Dummy	Employee		dummy.m...	

OK Cancel

Step10. Click on **Save**.

Vacation Period : dummy.manager

Save Revert

Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

☒ Enable vacation period

Start Date: 2016/03/14 12:01 PM

To remove the assigned person after the period you wish for someone to approve on your behalf, you will need to follow **Steps 1 -5** and remove user, date, time and untick the **enable vacation period** and then **Save**.

Vacation Period : dummy.manager

Save Revert

Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

☐ Enable vacation period

Start Date: dd/mm/yyyy h:mm a

End Date: dd/mm/yyyy h:mm a

☒ Reassign to: User

☐ Delegate to: