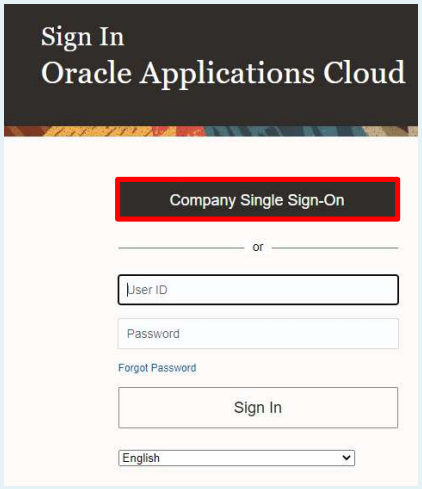
# QRG Set a Vacation Rule

## 1 Launch One Source

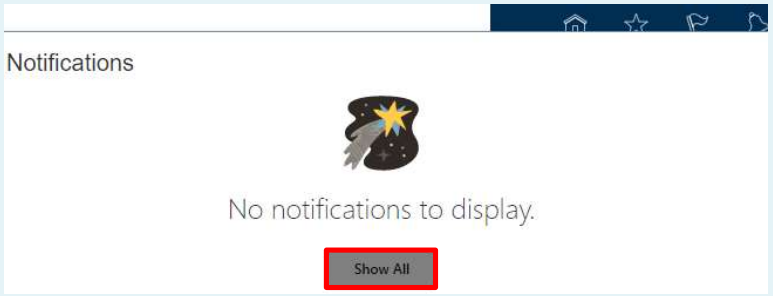
**Step1.** Sign in to One Source (Oracle Cloud Application) using the 'Company Single Sign-On' button.



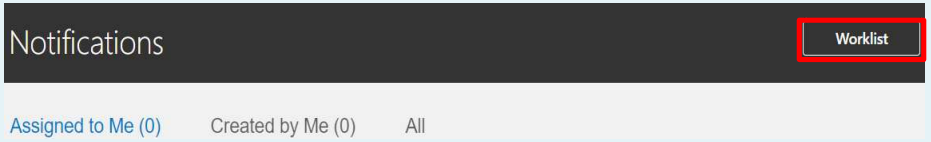

**Step2.** Click on to the **Bell** icon in the top right corner.

## 2 Go to Worklist

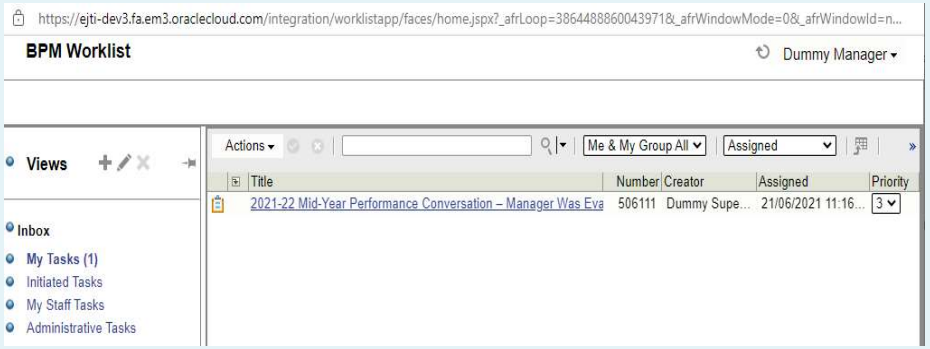
**Step3**. Click on **Show All**.




**Step4.** Click on **Worklist**.




The following pop-up screen will appear.



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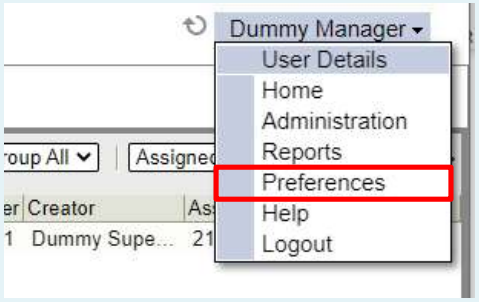
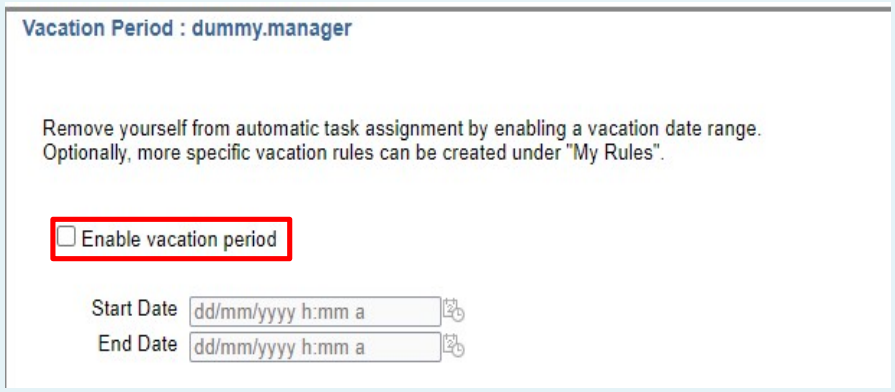
## 3 Enable Vacation period

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

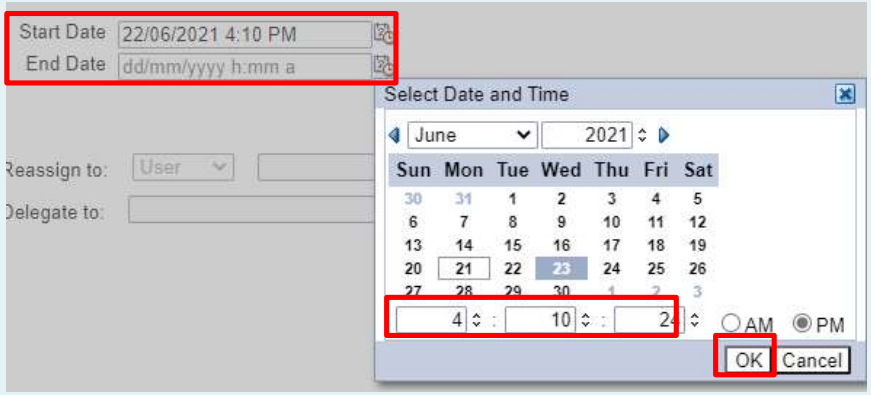



**Step6.** Tick the **Enable vacation period** box.




## 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.

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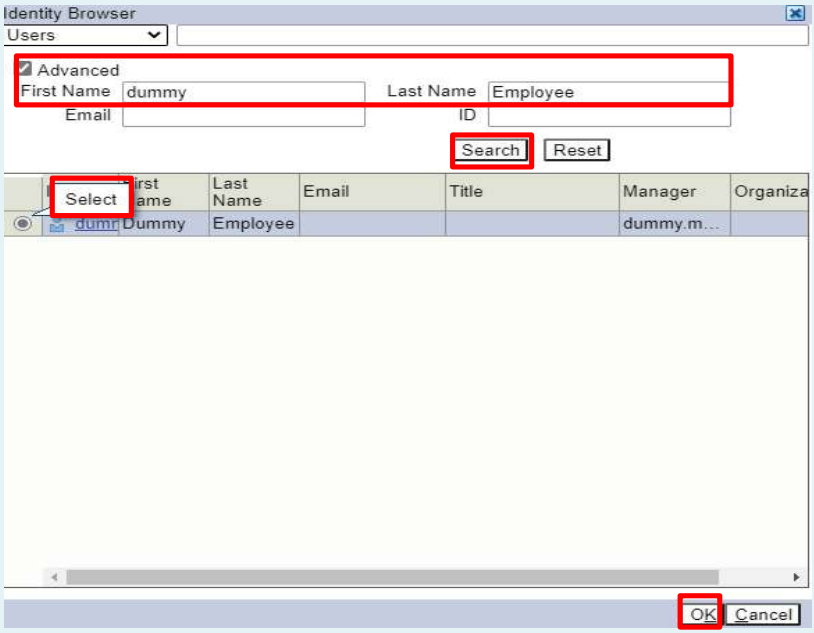
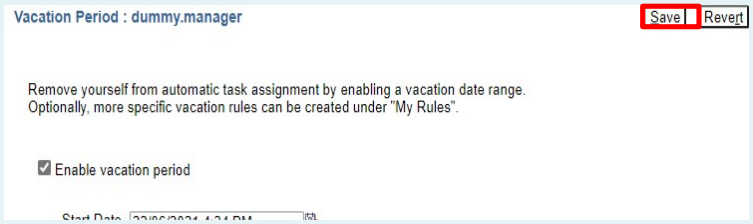
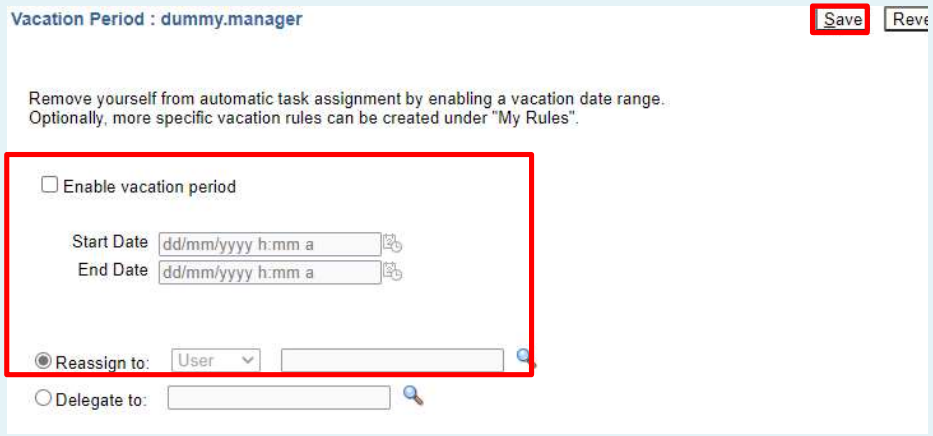
## 5 Assign a Person

**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**.




**Step10**. Click on **Save**.




## 6 Remove Assigned Person

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**.