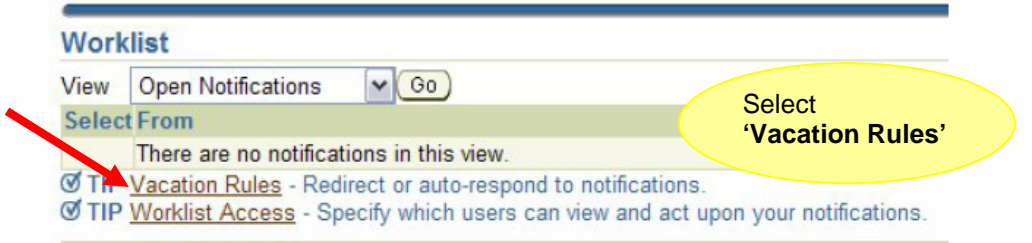


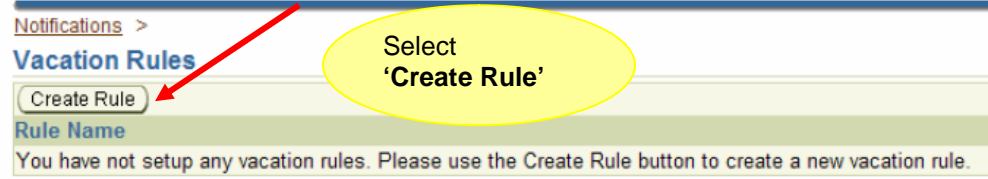
Log Into System and select the Workflow User Web (New) Responsibility  
Select the Notifications on the right side of the Web Form



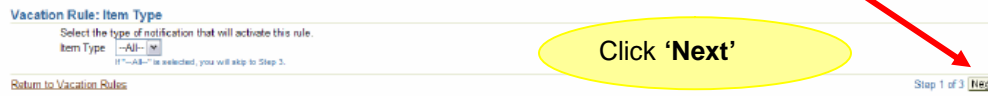
To define a Vacation Rule, select the Vacation Rules link



Define the required Vacation Rule elements, Create New Rule



Click Next Button



Select the Rule Response and Delegation Criteria, and Apply

**Vacation Rule: Response**

\* Indicates required field

Item Type: All  
 Notification: All

Start Date: 07-Aug-2006 15:10:10  
(example: 10-Aug-2006 15:10:10)

End Date: 11-Aug-2006 15:11:26

Message: I will be out of the office on University travel the week of August 7th.

Comments will display with each created notification

Reassign: All Employees and Users | Sanchez, Cynthia

Delegate your response  
A manager may delegate all expenses report approvals to an assistant.

Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

Buttons: [Cancel] [Back] Step 3 of 3 [Apply]

Select 'Apply'

Copyright 2006-2005 Oracle Corporation. All rights reserved. Private | [Release](#)

Notifications | Administration | Home | Logout | Preferences | Help | Diagnostics

### Confirmation of the Rule

ORACLE Self-Service Workflow

Home | Logout | Preferences | Help | Diagnostics

Notifications | Administration

Notifications >

Vacation Rules

Rule Name	Item Type	Notification	Update	Delete	Status
Transfer: Sanchez, Cynthia	<All>	<All>			Active

Return to Worklist

Notifications | Administration | Home | Logout | Preferences | Help | Diagnostics

Additionally, a user may delegate in individual notification to another user

Worklist

View: Open Notifications [Go]

Select Notifications: [Open] [Reassign]

Select All | Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	UTPA PA/GMS Cost Exception Notification Workflow	Please review GMS Exception Notifications	07-Aug-2006	
<input type="checkbox"/>	PSB Worksheet	Worksheet distribution	13-Jul-2006	
<input type="checkbox"/>	PSB Worksheet	Worksheet stage move is over	12-Jul-2006	
<input type="checkbox"/>	PSB Worksheet	Worksheet stage move is over	12-Jul-2006	

Select 'Please review GMS Notifications'

Open the specific item and find the Reassign button

Information

This notification does not require a response.

Please review GMS Exception Notifications

Buttons: [OK] [Reassign] [Request Information]

To: Smith, Nancy  
 Sent: 07-Aug-2006 11:37:24  
 ID: 136225

Please Review PA GMS Cost Exceptions.

Select 'Reassign'

Select the Transfer (ownership) versus Delegate (respond only) options

Notification Details >

Reassign Notification: Please review GMS Exception Notifications

Use Delegate to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. [Cancel] [Submit]

\* Indicates required field

Assignee: All Employees and Users | Sanchez, Cynthia

Delegate your response  
Use Delegate to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.

Transfer notification ownership  
Use Transfer to give another user complete ownership of and responsibility for that notification.

Comments: Please respond to this notification

Buttons: [Cancel] [Submit]

Select 'Submit'

Worklist Access- There is also the ability to Grant Access to other users

