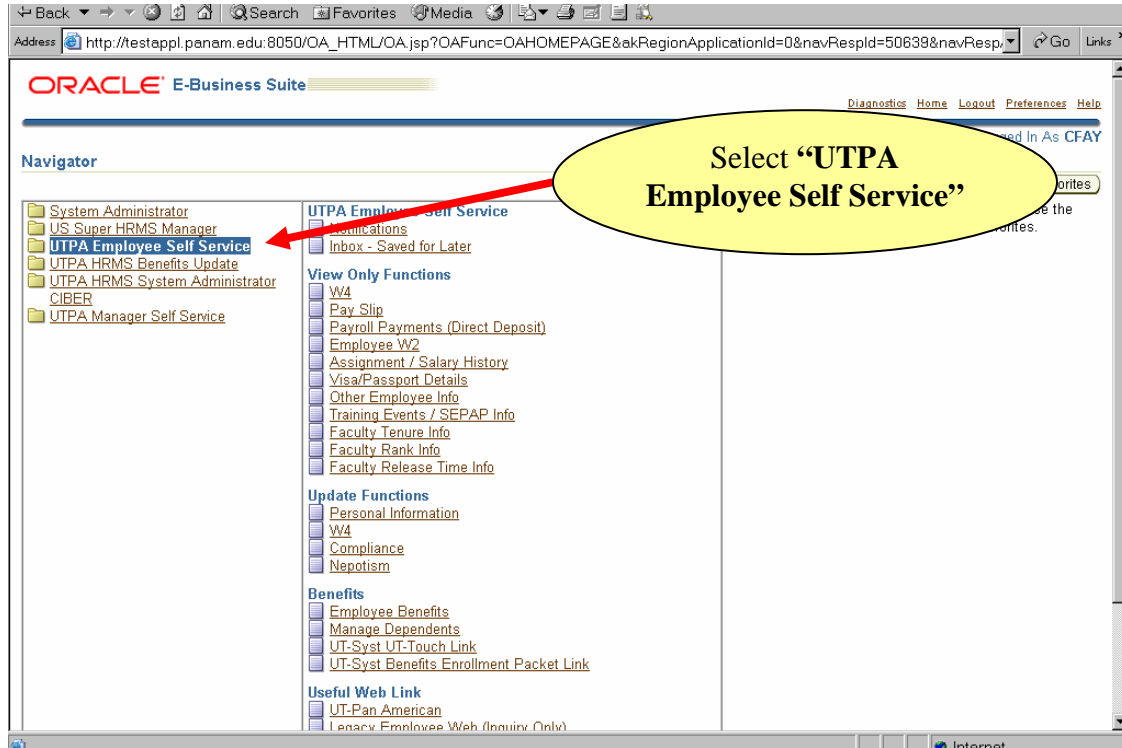
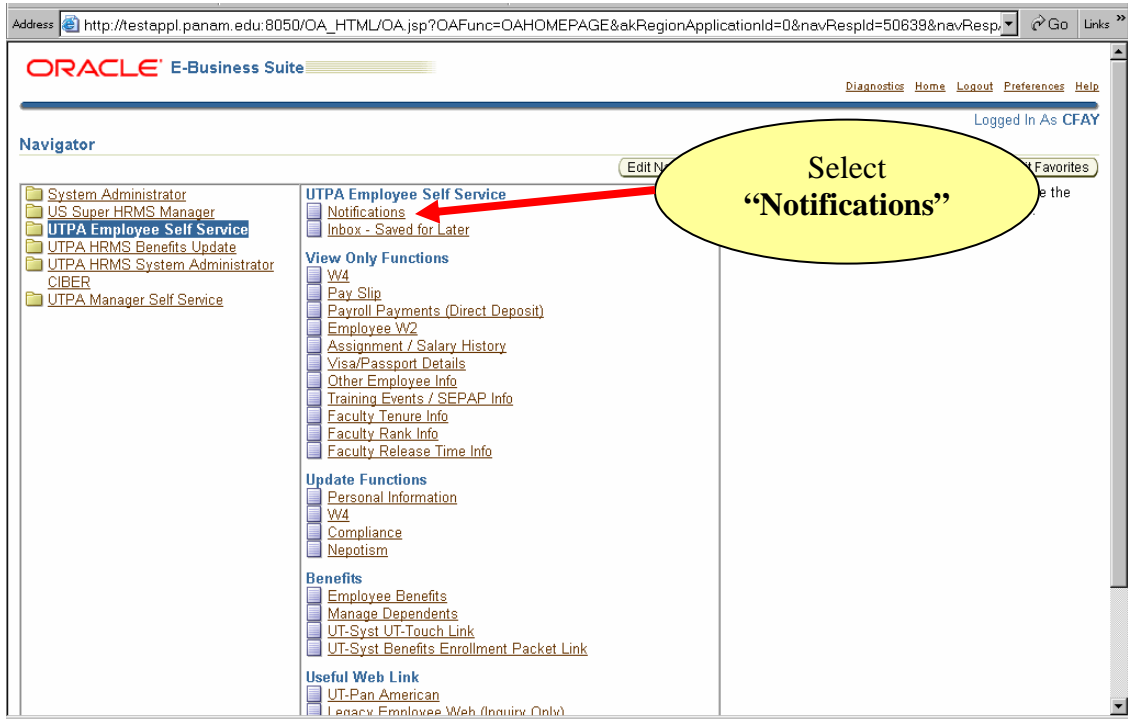


Log Into System and select the UTPA Employee Self Service Responsibility



Select the Notifications on the right side of the Web Form



To define a Vacation Rule, select the Vacation Rules link

Worklist

View **Select "Vacation Rules"**

Select From

There are no notifications in this view.

- TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Define the required Vacation Rule elements, Create New Rule

[Notifications](#) >

Vacation Rules

Select "Create Rule"

Rule Name

You have not setup any vacation rules. Please use the Create Rule button to create a new vacation rule.

[Return to Worklist](#)

Click Next Button

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type **Click "Next"**

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#) Step 1 of 3

Select the Rule Response and Delegation Criteria, and Apply

Vacation Rule: Response

* Indicates required field

Item Type

Notification

* Start Date

(example: 09-Aug-2006 15:10:10)

End Date

Message

Comments will display with each routed notification

Reassign

Delegate your response
A manager may delegate all expense 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.

Select "Apply"

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Tips:

Enter “%” (the Blind Query Search character) in the empty field next to “All Employees and Users” and Tab to search for a specific employee. “%” gives you the entire list of employees in the UTPA employee database. You may insert relevant characters in between “%”s to limit your search. For example, “Gonzalez%Ro%” will give you a list of employees with “Gonzalez” Last name and First or Middle name contains the string “Ro” instead of a long list of employees.

Delegate or Transfer Decision:

- Delegate – You retain ownership of the approval. The person delegated is acting on behalf of you.
- Transfer – You transfer ownership of the approval to the person specified. The person you transferred your approval to has the ownership to the approval & acting on his own.

Confirmation of the Rule

ORACLE Self-Service Workflow

Home Logout Preferences Help Diagnostics

Notifications Administration

Notifications >

Vacation Rules

Create Rule

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 an 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 Exception Notifications"

Open the specific item and click the Reassign button

Information
 This notification does not require a response.

Please review GMS Exception Notifications

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

Please Review PA GMS Cost Exceptions.

OK Reassign Request Information

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
 Transfer notification ownership

Comments: Please respond to this notification.

Select "Submit"

Return to Worklist Cancel Submit

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

Worklist

View: Open Notifications Go

Select From

There are no notifications in this view.

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
 TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Select "Go"

Define Worklist Rule and select User to Grant Access to Worklist

Worklist Access

The following users have access to view and act upon your worklist

Grant Worklist Access

Select "Grant Worklist Access"

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		RPETET	RPETET	nancysmith@panam.edu

Enter a username and Select "Go"

Select Start and End Date and Apply

Grant Worklist Access

Update user access to view and act upon your notifications via the Worklist.

* Indicates required field

Name: RPETET
 Description: *NULL*
 * Start Date: 09-Aug-2006
 End Date: 11-Aug-2006

Select "Start and End dates"

Click "Apply"

Positive Confirmation

User is setup to access, view and act upon the **Worklist**

Worklist Access

The following users have access to view and act upon your worklist

Name	Description	Start Date	End Date	Status	Update	Delete
RPETET	*NULL*	09-Aug-2006	11-Aug-2006	Active		

[Return to Worklist](#)

Log in as RPETET and review Notifications [no notification as my username]

Worklist

View

Select From

There are no notifications in this view.

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
 TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Review Notification by Logging in as "RPETET"

Switch User to NANCYSMITH and Apply

Switch User

Current User: RPETET Cancel Apply

Select Name	Email
<input checked="" type="radio"/> Smith, Nancy	nancysmith@panam.edu
<input type="radio"/> RPETET	nancysmith@panam.edu

Select "Apply"

Cancel Apply

I can see NANCYSMITH's Notifications and act on these

Worklist

View: Open Notifications Go

Select Notifications: Open Reassign | Switch User Previous 1-25 Next 25

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	
<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	
<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	
<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	
<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	
<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	
<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	
<input type="checkbox"/>	PSB Worksheet	Worksheet stage move is over.	12-Jul-2006	

You can review the notification "Please review GMS Exceptions Notifications" and Act on these by clicking it