

# Delegating PR Approval

## 1. Navigate to your worklist > Vacation Rules

Enterprise Search:  All  Search Results Display Preference: Standard  Logged In As LAJARANAS

Oracle Applications Home Page

Main Menu: Personalize

Requisitions

Worklist

From	Type	Subject	Sent	Due
CABILUNA, PEARL MARIE	Requisition	Purchase Requisition 303 for CABILUNA, PEARL MARIE (426.00 PHP)	20-Jul-2017	
CABILUNA, PEARL MARIE	Requisition	Purchase Requisition 302 for CABILUNA, PEARL MARIE (2,796.00 PHP)	20-Jul-2017	
CABILUNA, PEARL MARIE	Requisition	Purchase Requisition 301 for CABILUNA, PEARL MARIE (5,336.00 PHP)	20-Jul-2017	
CABILUNA, PEARL MARIE	Requisition	Purchase Requisition 300 for CABILUNA, PEARL MARIE (100.00 PHP)	20-Jul-2017	
CABILUNA, PEARL MARIE	Requisition	Purchase Requisition 299 for CABILUNA, PEARL MARIE (1,000.00 PHP)	20-Jul-2017	

select vacation rules to set who to delegate and until when to delegate. → TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

You'll be redirected to vacation rules home page

### 4.1a click **Create Rule** button

Oracle Applications Home Page > Vacation Rules 4.1a

Create Rule

Run Home

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

Return to Worklist

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### 4.1b select **Item Type** **Requisition** as item type and click button **next**.

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type:  All  Requisition

Return to Vacation Rules

Step 1 of 3 Next

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### 4.1c choose **Select** checkbox and find Approve Requisition (Simplified) JRAD and click button **next**.

Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type:  All  Requisition

Notification:  All  Select

Step 1: Choose select checkbox

Step 2: Click the magnifying glass

Search and Select List of Values - Mozilla Firefox

Search and Select Select

Search:

Results:

Quick Select	Select Name	Display Name	Subject
<input type="checkbox"/>	PO_REQ_APPROVE_SIMPLE_JRAD	Approve Requisition (Simplified) JRAD	ADOCUMENT_TYPE_DISP SDOCUMENT_NUMBER for APREPARER_DISPLAY_NAME (S&TOTAL_AMOUNT_DSP)

Step 3: Click GO button

Step 4: Click quick select icon

Cancel Back Step 2 of 3 Next

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**4.1d-01** set the start date and end date of delegation.

**4.1d-02** leaving a message and a respond note are optional.

**4.1d-03** Find and assign a person to be delegated and click button **apply**.

Item Type Notification Rule Response

Vacation Rule: Response

\* Indicates required field

Item Type Requisition

Notification Approve Requisition (Simplified) [BA]

\* Start Date 03-Oct-2017 11:35:30 4.1d-01 Select calendar icon to set the date.

End Date 04-Oct-2017 11:35:33

Message I will be out on sick leave today.

This field is optional, you may or may not leave a message here.

4.1d-03 Select magnifying glass and look for the name of employee to be delegated.

Reassign All Employees and Users BOLOTAULO, SHIELA MARIE

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

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

Respond Note

This field is optional, you may or may not leave a message here.

Action Approve

Deliver notifications to me regardless of any general rules

Cancel Back Step 3 of 3 Apply

4.1d-03