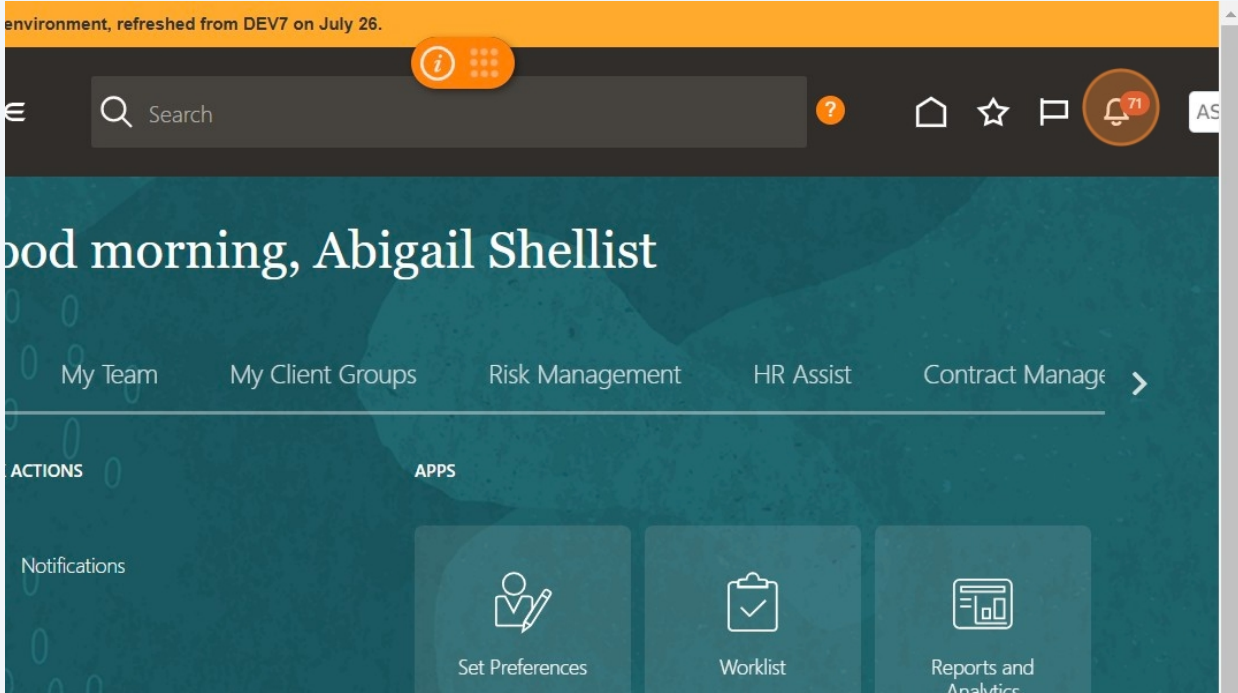
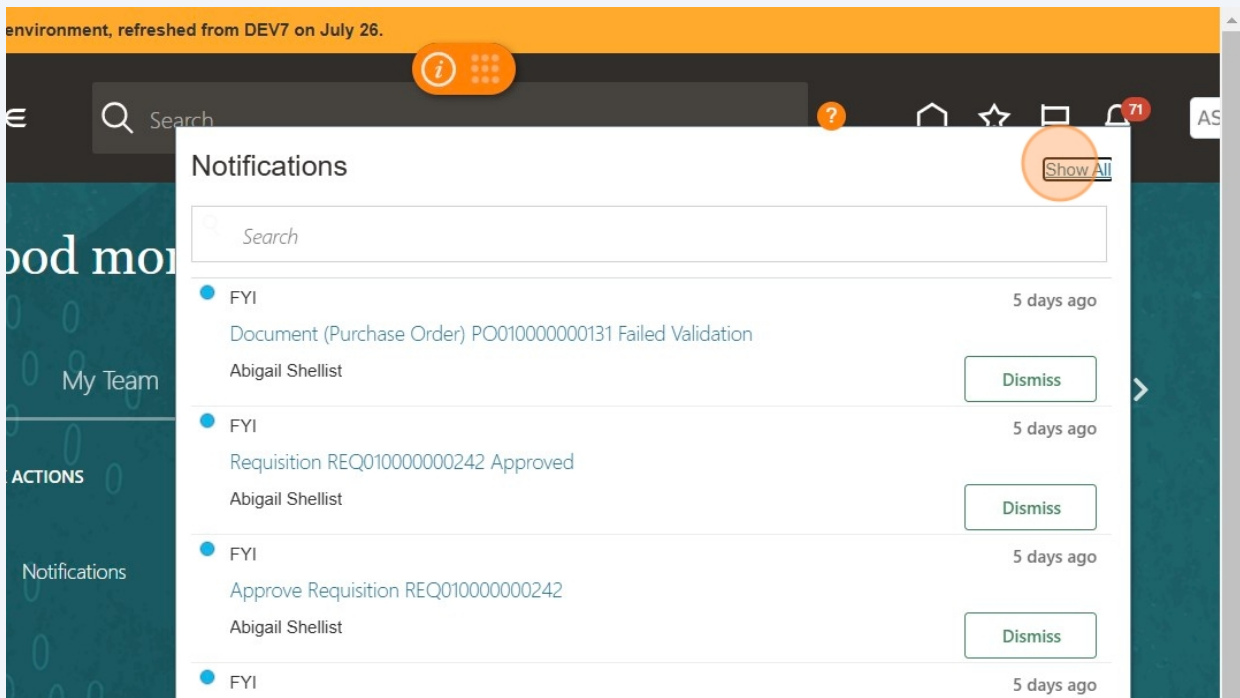


Set Up Requisition Approval Delegation

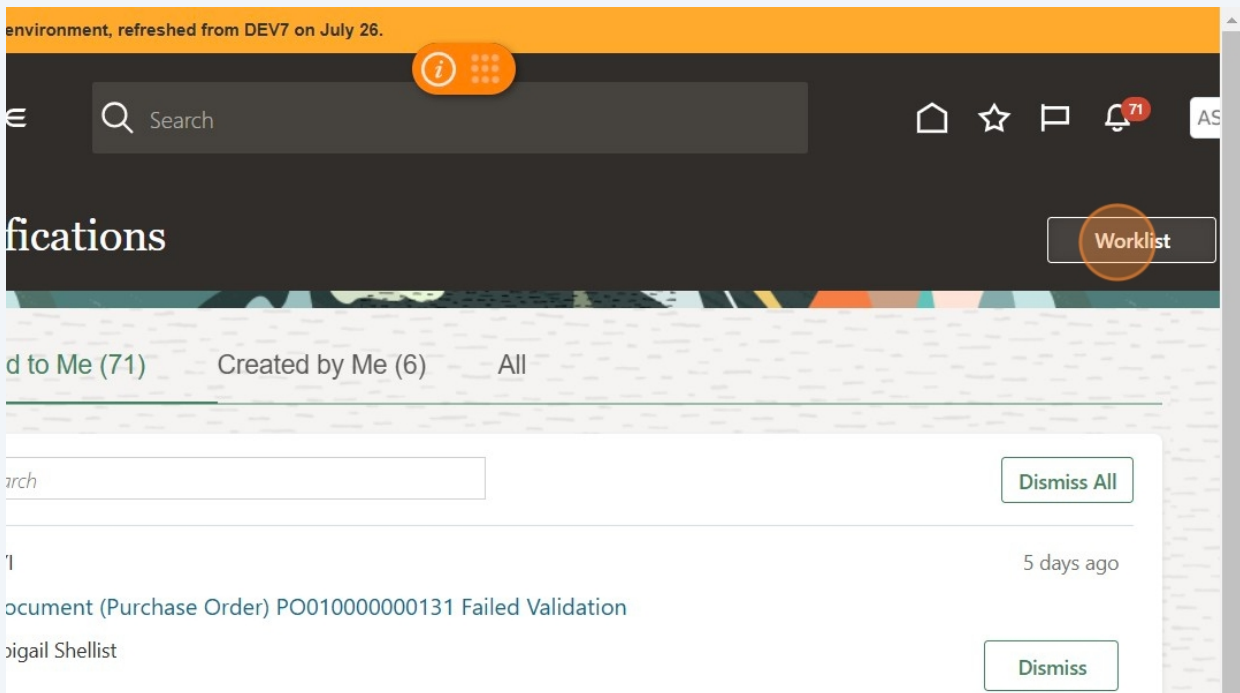
1 Click the notifications icon



2 Click "Show All"



3 Click "Worklist"



4

Worklist

Abigail Shellist

Actions [check] [x] [input] [search] [Me & My Group] [Assigned] [chevron right]

Status	Title	Number	Creator	Assigned	Priority
[clipboard]	Document (Purchase Order) PO01000000	2397916	Abigail Shellist	12/18/2024 5:13 PM	3 [chevron down]
[clipboard]	Requisition REQ01000000242 Approved	2398728	Abigail Shellist	12/18/2024 5:12 PM	3
[clipboard]	Approve Requisition REQ01000000242	2397906	Abigail Shellist	12/18/2024 5:12 PM	3
[clipboard]	Document (Contract Purchase Agreement)	2398726	Abigail Shellist	12/18/2024 5:10 PM	3
[clipboard]	Document (Purchase Order) PO01000000	2398715	Abigail Shellist	12/18/2024 5:03 PM	3

5

Click the dropdown next to your name and click "Preferences"

Worklist

Abigail Shellist [chevron down]

- User Details
- Home
- Reports
- Preferences
- Help [chevron right]
- Logout

Actions [check] [x] [input] [search] [Me & My Group] [A] [chevron right]

Status	Title	Number	Creator	Assigned	Priority
[clipboard]	Document (Purchase Order) PO01000000	2397916	Abigail Shellist	12/18/	
[clipboard]	Requisition REQ01000000242 Approved	2398728	Abigail Shellist	12/18/	
[clipboard]	Approve Requisition REQ01000000242	2397906	Abigail Shellist	12/18/	
[clipboard]	Document (Contract Purchase Agreement)	2398726	Abigail Shellist	12/18/2024 5:10 PM	3
[clipboard]	Document (Purchase Order) PO01000000	2398715	Abigail Shellist	12/18/2024 5:03 PM	3

6 If you want to temporarily set a delegate you can enable a vacation period

Rules

- Vacation Period (Disabled)
- My Rules

Vacation Period : ashellis

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 11/1/2024 5:52 PM

End Date 11/7/2024 5:52 PM

Reassign to: User rgentr10

Delegate to:

7 Choose the date range

(Disabled)

Vacation Period : ashellis

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

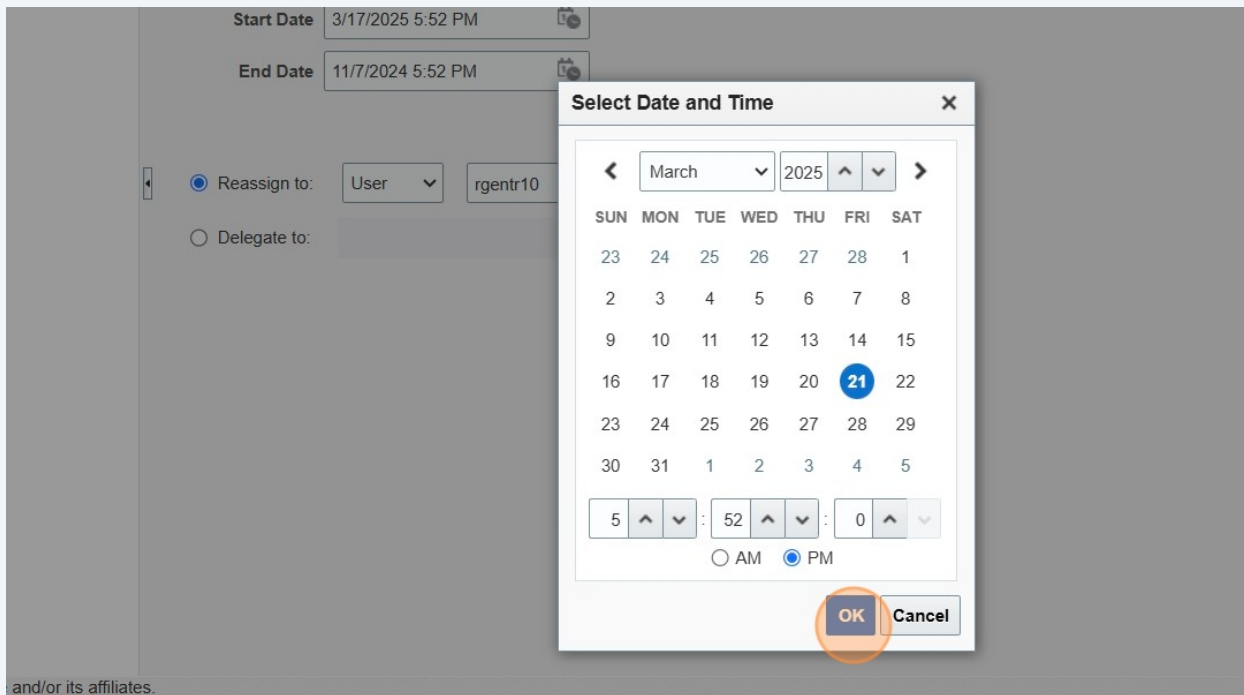
Start Date 3/17/2025 5:52 PM

End Date 11/7/2024 5:52 PM

Reassign to: User rgentr10

Delegate to:

8 Click "OK"



The screenshot shows a 'Select Date and Time' dialog box overlaid on a form. The dialog box displays a calendar for March 2025, with the date 21 selected. Below the calendar, the time is set to 5:52:00 PM. The 'OK' button is highlighted with an orange circle. In the background, the form shows 'Start Date' as 3/17/2025 5:52 PM and 'End Date' as 11/7/2024 5:52 PM. There are also radio buttons for 'Reassign to:' (selected) and 'Delegate to:', with a dropdown menu set to 'User' and a text field containing 'rgentr10'.

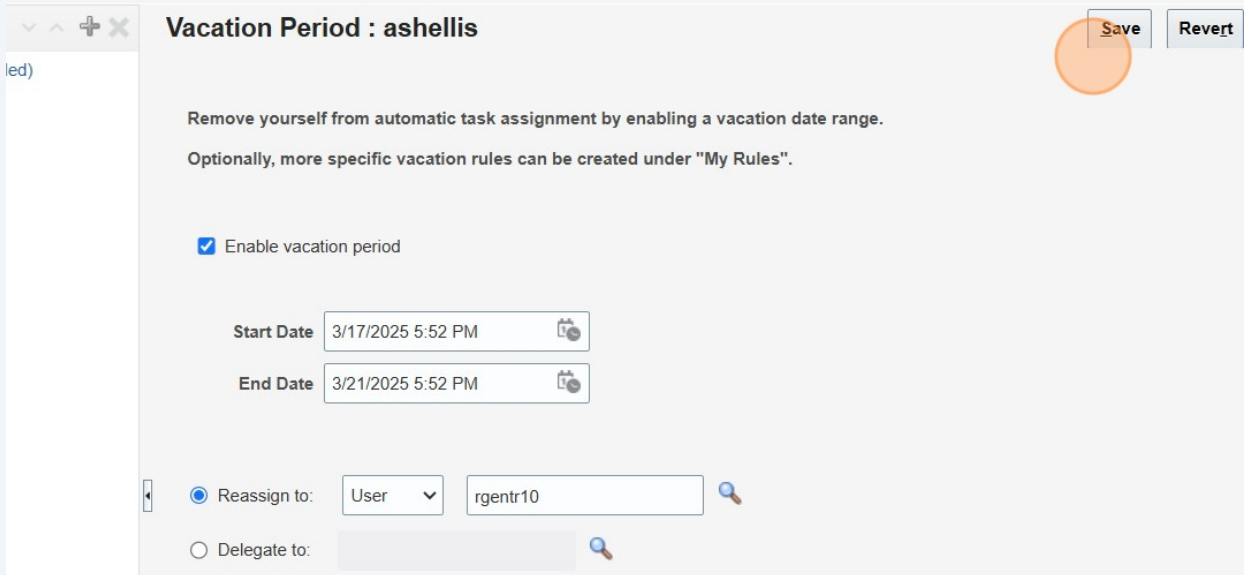
and/or its affiliates.

9 Click save

1 Worklist

Abigail Shellist

My Rules Certificates Notification Accessibility



The screenshot shows a 'Vacation Period : ashellis' configuration form. The form has a 'Save' button highlighted with an orange circle. The form includes a checkbox for 'Enable vacation period' which is checked. Below this, there are 'Start Date' and 'End Date' fields, both showing 3/17/2025 5:52 PM and 3/21/2025 5:52 PM respectively. At the bottom, there are radio buttons for 'Reassign to:' (selected) and 'Delegate to:', with a dropdown menu set to 'User' and a text field containing 'rgentr10'.

10 To set up delegations for specific roles, click on my rules.

Rules

- Vacation Period (Disabled)
- My Rules

Vacation Period : ashellis

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 11/1/2024 5:52 PM

End Date 11/7/2024 5:52 PM

Reassign to: User rgentr10

Delegate to:

11 Click the + sign to add a rule

Rules

- Vacation Period (Disabled)
- My Rules

+

12 Name the rule

Rules

- Vacation Period (Disabled)
- My Rules
 - User Rule

My Rule

Name *

Use as vacation rule

Execute rule only between these dates:

Start Date

End Date

Tasks

Match All Any

Task Type is

13 Search for the task you want to enable a delegate for. In this case, ReqApproval

Task Type	Composite Name	Description	Outcomes
QnnaireCanceledFyi	PrcPoqNotificationsQnnaire...		Approve, Rejec
QualityIssueHumantask	EnqCommonNotificationCo...		Ok
ReadyForEvalFyi	PrcPoqNotificationsReadyF...		Approve, Rejec
RecallFyi	HcmCompWorkbenchFyiN...		Ok
ReceiptCreationErrorFyi	RcvConfirmReceiptCompos...	This FYI notification notifies B...	Ok
RejectedInvoiceCorrecti...	FinAplnvTransactionsRejec...		Edit Invoice
RejectedOrgFYI	HhrVolunteeringApprovalC...		Ok
RejectedProjectFYI	HhrVolunteeringApprovalC...		Ok
RepositoryUpdateFyi	PrcPoqNotificationsReposit...		Approve, Rejec
ReqApproval	PrcPorManageReqApprova...		Approve, Rejec
ReqLinesCanceledFYI	PrcPorManageReqComposite		Approve, Rejec
ReqReassignedFYI	PrcPorManageReqComposite		Approve, Rejec
ReqReturnedFYI	PrcPorManageReqComposite		Approve, Rejec
ReqStatusFYI	PrcPorManageReqApprova...		Approve, Rejec
ReqWithdrawnFYI	PrcPorManageReqComposite		Approve, Rejec
RequestInformationFyi	HcmCompWorkbenchFyiN...		Ok, Reply
RequestNewPositionAp...	HcmWorkPositionsApprova...		Approve, Rejec
RequestPositionChang...	HcmWorkPositionsApprova...		Approve, Rejec
RequestShiftApprovalT...	HcmSchedulesShiftsAppro...		Approve, Rejec

14 Highlight the task and click OK

RepositoryUpdateFyi	PrcPoqNotificationsReposit...		Approve, Rejec
ReqApproval	PrcPorManageReqApprova...		Approve, Rejec
ReqLinesCanceledFYI	PrcPorManageReqComposite		Approve, Rejec
ReqReassignedFYI	PrcPorManageReqComposite		Approve, Rejec
ReqReturnedFYI	PrcPorManageReqComposite		Approve, Rejec
ReqStatusFYI	PrcPorManageReqApprova...		Approve, Rejec
ReqWithdrawnFYI	PrcPorManageReqComposite		Approve, Rejec
RequestInformationFyi	HcmCompWorkbenchFyiN...		Ok, Reply
RequestNewPositionAp...	HcmWorkPositionsApprova...		Approve, Rejec
RequestPositionChang...	HcmWorkPositionsApprova...		Approve, Rejec
RequestShiftApprovalT...	HcmSchedulesShiftsAppro...		Approve, Rejec
RequesterChangeRequ...	PrcPoApprovalComposite		Approve, Rejec
RequireLearnerContent...	HcmEngmtVideoSharePres...		Ok
RequireOwnerContentD...	HcmEngmtVideoSharePres...		Ok
RequisitionApprovalHu...	HcmRecHiringCoreRequisit...		Approve, Rejec
ResignationApproval	HcmEmploymentTerminatio...		Approve, Rejec

OK Cancel

15 Choose who you want to be your delegate for this task.

Tasks Tasks matching these conditions ▾

Match All Any + ▾

Task Type is ▾ ReqApproval 🔍 ✖

Action

Reassign to: User ▾ 🔍

Delegate to: 🔍

Set outcome to: ▾

Take no action

Reassigned task access is determined according to new assignee rights.

and/or its affiliates.

16 Click the "Delegate" field.

Tasks Tasks matching these conditions ▾

Match All Any + ▾

Task Type is ▾ ReqApproval 🔍 ✖

Action

Reassign to: User ▾ 🔍

Delegate to: 🔍

Set outcome to: APPROVE ▾

Take no action

Reassigned task access is determined according to new assignee rights.

Released task access is determined according to status of original assignee.

Oracle and/or its affiliates.

17 Click this image.


Tasks Tasks matching these conditions ▾

Match All Any + ▾

Task Type is ▾ ReqApproval 🔍 ✖

Action

Reassign to: User ▾ 🔍

Delegate to: rgentr10  🔍

Set outcome to: APPROVE ▾

Take no action

Reassigned task access is determined according to new assignee rights.

Released task access is determined according to status of original assignee.

and/or its affiliates.

18 Click the "Enter Search String" field.

Rules My Rule

Vacation Period (Disabled)

My Rules

User Rule

Name * Requisition Approval Delegation

Use as vacation rule

Execute rule only between these dates:

Identity Browser

Users

Advanced

First Name

Last Name

Email

ID

Search Reset

ID	First Name	Last Name	Email	Title	Manager	Organization
No data to display						

19 Enter the name or net ID and click search

Execute rule only between these dates:

Identity Browser

Users

rgentr10

Advanced

First Name

Last Name

Email

ID

Search Reset

ID	First Name	Last Name	Email	Title	Manager	Organization
No data to display						

Action

Reassign to: User

Delegate to: rgentr10

Set outcome to: APPROVE

20 Click the "Select" field.

Users

Advanced

First Name Last Name

Email ID

	ID	First Name	Last Name	Email	Title	Manager	Organization
<input type="radio"/>	rgentr10@u	Chad	Gentry	rgentr10@utk.edu			
<input type="radio"/>	rgentr10	Robert	Gentry	chad.gentry@xt...		ashellis	

Reassign to: User

Delegate to:

Set outcome to: APPROVE

Take no action

21 Click "OK"

Last Name

ID

	First Name	Last Name	Email	Title	Manager	Organization
nt10@u	Chad	Gentry	rgentr10@utk.edu			
nt10	Robert	Gentry	chad.gentry@xt...		ashellis	

Reassign to: User

Delegate to:

Set outcome to: APPROVE

Take no action

Reassigned task access is determined according to new assignee rights.

and/or its affiliates.

22 Click "Save"

1 Worklist

Abigail Shellist ▾

My Rules Certificates Notification Accessibility

▾ ▹ + ×

My Rule

Save

Revert

led)

Name * Requisition Approval Delegation

Use as vacation rule

Execute rule only between these dates:

Start Date

End Date

Tasks Tasks matching these conditions ▾

Match All Any + ▾

Task Type is ▾ ReqApproval 🔍

✕