



TRANSFERRING (DELEGATING) CERTIFICATION RESPONSIBILITY TO ANOTHER PERSON:

THIS PROCESS MAY ONLY BE COMPLETED AFTER THE FIRST WORKFLOW
NOTICE IS RECEIVED AND APPROVED

Open Oracle from your computer


Click on Worklist

Click on Advanced WorkList

Click on Open (lower left on screen)

Click on Oracle Workflow tab

Click on Vacation Rules (at bottom of screen)

 **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

Click on Create Rule

item type

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type 



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

Open LOV (Pick Item Type) and click on "Labor Distribution Effort Reports"



Click on Next

Vacation Rule: Response

* Indicates required field

Item Type	All
Notification	All
* Start Date	<input type="text" value="10/15/2019 14:36:59"/>  <small>(example: 10/15/2019 14:36:59)</small>
* End Date	<input type="text"/> 
Message	<input type="text"/>

Comments will display with each routed notification

Reassign  

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.

Enter the start and end dates for the delegation

Click on LOV (Reassign-All Employees and Users), click on "Employees"

Click on box with search symbol, enter or search for name and follow prompts

Click on "apply"

CANCELLING EFFORT REPORT DELEGATION

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 [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

or the screen will automatically bring you to

Worklist >

Vacation Rules

Create Rule |                                            

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Cabell, Amy	Labor Distribution Effort Reports	<All>			Active

< | >

[Return to Worklist](#)

Click on “delete”

Click on “yes”

Questions? Contact Charlotte Johnson at charlotte.johnson@point32health.org