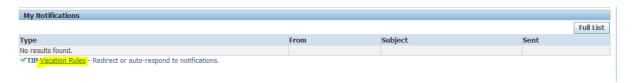
1 Log onto iProc and, at your initial page, look for **Vacation Rules**.

This might be on the Home Page:



Or it might be on the lower part of the Shopping Page:



2 Set up a Rule

Click on Create Rule



Leave the Item Type at All



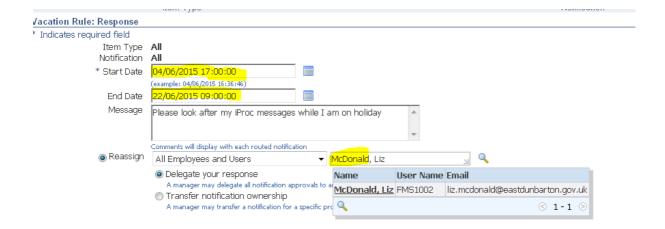
Enter the Start and End dates. Watch out for times as the system defaults to the actual time. This can be changed though.

Enter a short message.

Enter the surname of the person you are delegating to. The system will start to autopopulate names as you type so you can select the correct person.

Leave the selection as **Delegate your response.**

Review the rule, particularly the name of the person you are delegating to and Apply.



3 Your rule will display in a list. If you want to cancel the delegation then just **Delete** the Rule

