

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

This might be on the Home Page:

The screenshot shows the iProc Home Page. On the left is the 'Main Menu' with a 'Personalize' button and links to 'EDC Procurement' and 'EDC Procurement: ICT'. On the right is the 'Worklist' section, which contains a table of notifications. The table has columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. Two notifications are listed, both from 'EDC\_CAT\_BUYER PO Change Approval for Requester' and dated '01/06/2015'. The subjects are 'Response to Requisition 10000268 Change Request(81.00 GBP) for McLaughlan, Peter' and 'Response to Requisition 10000290 Change Request(126.70 GBP) for McLaughlan, Peter'. Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

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

The screenshot shows the 'My Notifications' section. It has a 'Full List' button. Below the button is a table with columns 'Type', 'From', 'Subject', and 'Sent'. The table is empty, with the text 'No results found.' below it. Below the table, there is a tip: 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

2 Set up a Rule

Click on Create Rule

The screenshot shows the 'Vacation Rules' page. At the top is the title 'Vacation Rules'. Below it is a 'Create Rule' button. Below the button is the 'Rule Name' section, which contains the text: 'You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.'

Leave the Item Type at **All**

The screenshot shows the 'Vacation Rule: Item Type' configuration page. At the top is a slider control for 'Item Type'. Below it is the title 'Vacation Rule: Item Type'. Below the title is the text: 'Select the type of notification that will activate this rule.' Below this text is a dropdown menu for 'Item Type' with the value '--All--' selected. Below the dropdown menu is the text: 'If "--All--" is selected, you will skip to Step 3.'

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**.


**Vacation Rule: Response**

\* Indicates required field

Item Type **All**


Notification **All**

\* Start Date    
(example: 04/06/2015 16:36:46)

End Date  

Message

Comments will display with each routed notification

☒ Reassign   



☒ Delegate your response  
A manager may delegate all notification approvals to a specific user

☐ Transfer notification ownership  
A manager may transfer a notification for a specific process

Name	User Name	Email
McDonald, Liz	FMS1002	liz.mcdonald@eastdunbarton.gov.uk

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

Vacation Rules					
<a href="#">Create Rule</a>					
Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: McDonald, Liz	<All>	<All>			Inactive