# Setting a vacation rule

This manual talks you through setting up a vacation rule.

## 1. Log into Oracle

Log into Oracle through the following link: <a href="https://bass.ru.nl">https://bass.ru.nl</a>
You will see the following screen.



Enter your employee number (U number) and RU-password and click 'Login'.

#### 2. Set the vacation rule

On the right of the screen you will see a worklist, with a TIP Vacation Rules below it.



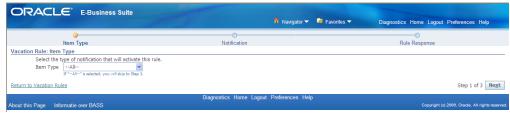
After clicking Vacation Rules a new screen will open where you can set rules. In this screen you will see the details of the past vacation rules that have been set. You can modify or remove these.



Click the button Create Rule.

## 2.a Vacation Rule: Item Type

Now you indicate to whom you are delegating the notifications for the duration of your indicated absence for each type of workflow. (The item type 'All' will select all notifications.)

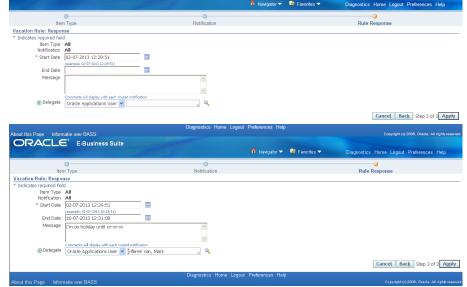


### 2.b Vacation rule: Response

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Now you can set the start date and end date.

You can add a message to the notification (for example: 'I am on holiday from ... till ...') Delegate: enter the user to whom you wish to delegate the notifications during your absence. You can search by U-number and/or name.



Pagina 1 van 1

Click Apply.

