

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: <https://bass.ru.nl>

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.

From	Type	Subject	Sent	Due
there are no notifications in this view.				
TIP Vacation Rules		Redirect or auto-respond to notifications.		
TIP Worklist Access		Specify which users can view and act upon your notifications.		

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.

Rule Name	Item Type	Notification	Update	Delete	Status
You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.					

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

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.

Click Apply.

