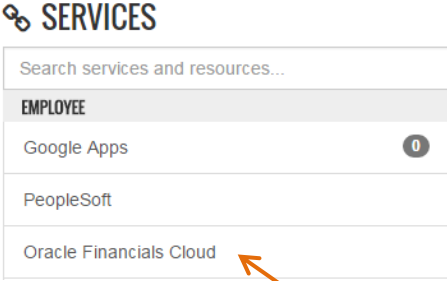


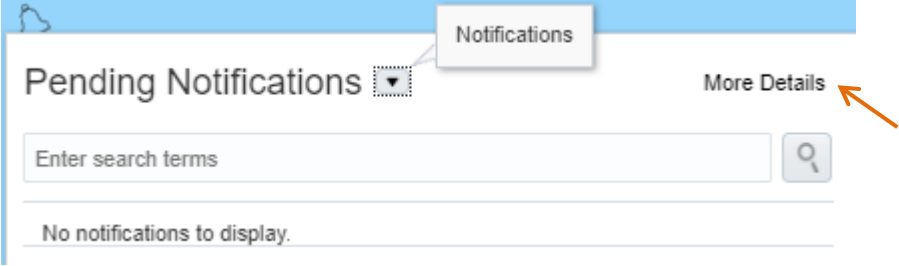
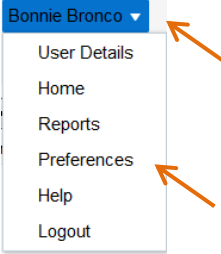
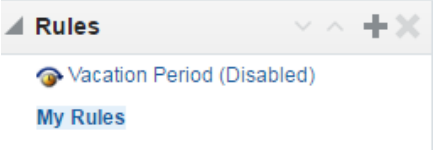




Managing Approval Workflow Rules (Delegating Approval)


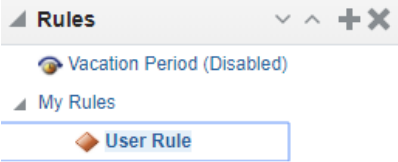
Note: Delegating approval workflow will delegate approval for Expense Reports, Budget, and Procurement transactions. You should never have more than ONE active rule at any given time.

Step	Action
1.	<p>Begin by signing in to Oracle Fusion Cloud (OFC) from myBoiseState.edu.</p>  <p>The screenshot shows the 'SERVICES' menu with a search bar and a list of services: EMPLOYEE, Google Apps (with a '0' badge), PeopleSoft, and Oracle Financials Cloud. An orange arrow points to 'Oracle Financials Cloud'.</p>
2.	<p>To access the Home Page in OFC, click the house icon at the top of the screen.</p> 
3.	<p>Click the Notification Bell  icon in the upper left hand corner and select More Details.</p>  <p>The screenshot shows the 'Notifications' page with a 'More Details' link highlighted by an orange arrow. Below the link is a search bar and the text 'No notifications to display.'</p> <p>Note: A new window will open, ensure that pop-up blockers are off for OFC.</p>
4.	<p>In the upper right corner Click Your User Name drop down and select Preferences.</p>  <p>The screenshot shows a user name dropdown menu for 'Bonnie Bronco'. The 'Preferences' option is highlighted with an orange arrow.</p>
5.	<p>To delegate approval authority for all transactions select My Rules from the left navigation bar and click the + icon.</p>  <p>The screenshot shows the 'Rules' navigation bar with a '+' icon highlighted by an orange arrow. Below it are 'Vacation Period (Disabled)' and 'My Rules'.</p>



Step	Action						
6.	Type in a new Rule Name. My Rule Name * <input type="text" value="User Rule"/> <input type="checkbox"/> Use as vacation rule <i>ProTip!</i> Include the name of the person you are delegating approval authority.						
7.	If the Rule is for a specific period of time (Vacation), select "Execute rule only between these dates" and complete start and end dates; if it's for an indefinite period, do not check. My Rule Name * <input type="text" value="User Rule"/> <input type="checkbox"/> Use as vacation rule <input type="checkbox"/> Execute rule only between these dates: Start Date <input type="text"/> End Date <input type="text"/>						
8.	Select All Tasks from the drop down menu next to Tasks to delegate approval for Expense Reports, Requisitions, and Budget Transactions. TASKS <input type="text" value="All Tasks"/>						
9.	In the Action section, select Delegate to and click the magnifying glass. <input checked="" type="radio"/> Delegate to: <input type="text"/>						
10.	In the Identity Browser, enter delegate's name and select Search . Identity Browser Users <input type="text"/> <input type="checkbox"/> Advanced First Name <input type="text"/> Last Name <input type="text"/> Email <input type="text"/> ID <input type="text"/> Search <input type="button" value="Reset"/>						
11.	Click radio button next to appropriate name and click <input type="button" value="OK"/> . <table border="1"> <thead> <tr> <th>ID</th> <th>First Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> bettyb</td> <td>Betty</td> <td>Bronco</td> </tr> </tbody> </table>	ID	First Name	Last Name	<input checked="" type="radio"/> bettyb	Betty	Bronco
ID	First Name	Last Name					
<input checked="" type="radio"/> bettyb	Betty	Bronco					
12.	Click <input type="button" value="Save"/> in the upper right hand corner to finish.						



Step	Action
13.	<p>To remove a rule, select User Rule from the left navigation bar and click the  icon.</p>  <p>The screenshot shows a navigation bar with a 'Rules' header and a close icon. Below it, there is a 'Vacation Period (Disabled)' item with a lock icon. Underneath, there is a 'My Rules' section with a dropdown arrow, and 'User Rule' is selected and highlighted with a blue border.</p>
14.	End of Procedure.