## Managing Vacation Rules for Procurement

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by signing in to <strong>Oracle Fusion Cloud (OFC)</strong> from myBoiseState.edu.</td>
</tr>
<tr>
<td>2.</td>
<td>To access the Home Screen in OFC, click the house icon at the top right hand corner.</td>
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<tr>
<td>3.</td>
<td>Click the <strong>Notification Bell</strong> icon in the upper right hand corner, select More Details, and click Procurement. <strong>Note</strong>: A new window will open, ensure that pop-up blockers are off for OFC.</td>
</tr>
<tr>
<td>4.</td>
<td>In the upper right corner Click Your User Name drop down and select Preferences.</td>
</tr>
</tbody>
</table>
5. To delegate approval authority for Purchase Requisitions for a designated period of time, click **Vacation Period**.

   ![Rules](image)

   ![Vacation Period (Disabled)](image)

6. Click the Enable vacation period option.

   ![Enable vacation period](image)

7. Fill in **Start** and **End Date** by clicking the calendar icon, selecting dates, and clicking **OK**.

   ![Start Date](image)

   ![End Date](image)

8. In the **Action** section, select Delegate to and click the magnifying glass.

   ![Delegate to](image)

9. In the Identity Browser, type in **Search Criteria** and select **Search**.

   ![Identity Browser](image)

10. Select appropriate name and click **OK**.

    ![Identity Browser](image)

11. Click **Save** in the upper right hand corner to finish.

12. **End of Procedure.**