Setting up Vacation Rules in iProcurement

- **Explanation:** A requisitioner can set a Vacation Rule on their account if they are going to be on a planned absence and unavailable to receipt there requisitions. If this has been set, when you submit a requisition you may see Delegated in the approval history. The requisitioner has delegated their workflow emails to an appropriate iProc user in their area who will receipt requisitions on their behalf whilst they are unavailable.

Navigate To: PO Internet Procurement MP (UOM) > Vacation Rules

1. After logging into iProcurement, click the link in the middle on the screen '**Vacation Rules**', the page for Vacation rules will appear.

2. Click '**Create Rule**' and on the following page, make sure that the item field 'All' is selected, then click 'next'

3. This page allows you select the **'start date'** & **'time'** that you wish for your Vacation rule to commence. Also, you can select an '**end date**' for when you wish for your Vacation rule to finish.

4. You must also select the employee in the **'Reassign'** field that you wish for your workflow emails to be rerouted to.

5. You must then select whether you wish to **'delegate your response'** or **'transfer notification ownership'**

6. After you have selected the specifics of your Vacation Rule, please click 'Apply'.

7. The following screen should show the details of your **Vacation rule** and whom it will be delegated to. If you notice any mistakes with this rule, you are able to delete it by clicking the delete icon.