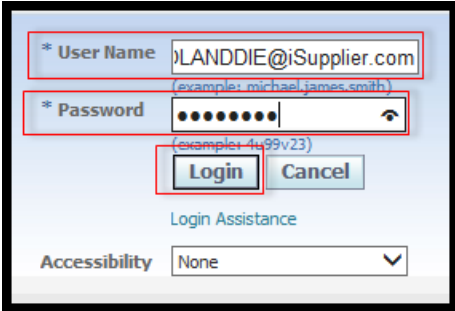
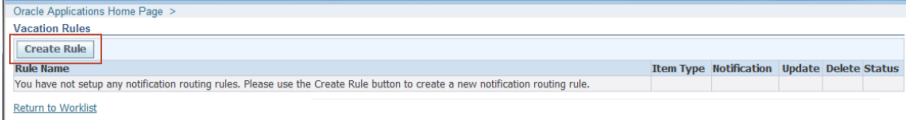
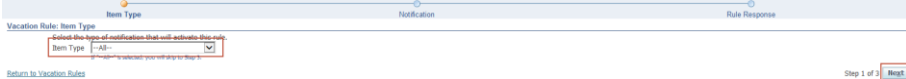


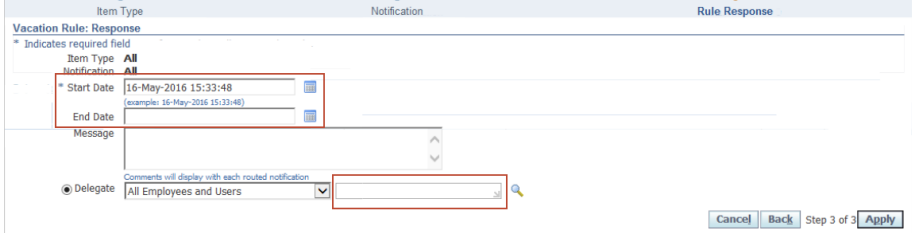

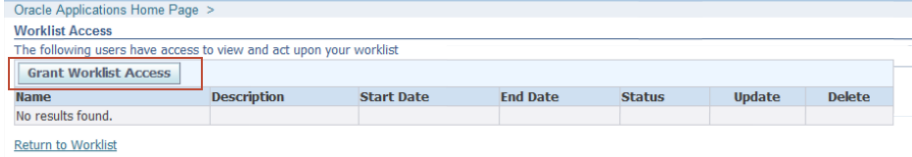
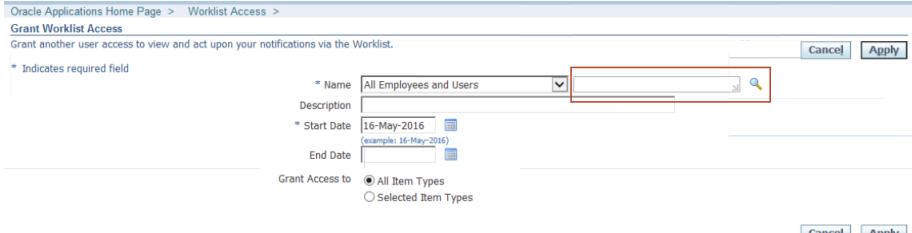
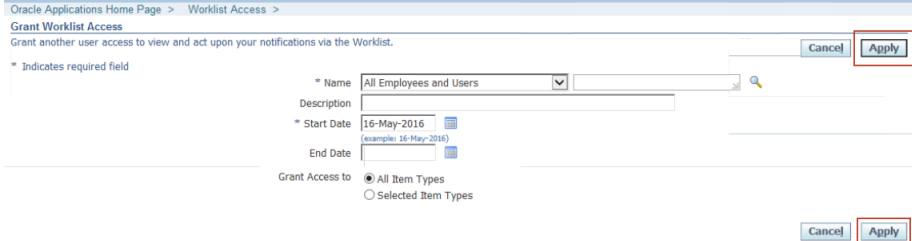
## iSupplier How to Assign Worklist Access and Vacation Rules

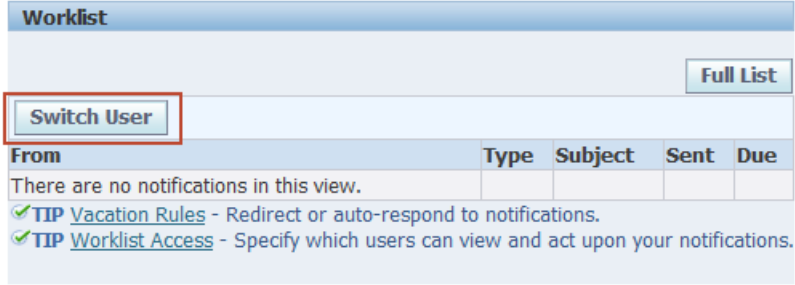
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### 1.0 Assigning Worklist Access and Vacation Rules

STEPS	DESCRIPTION
<p>1. Log In to iSupplier Portal</p>	<p>Log into Oracle by entering your username and password, then hit Login</p> 
<p>2. Vacation Rules</p>	<p>Click on Vacation Rules to give someone else access if you are going to be out of the office for a specific period of time. This person will receive emailed notifications and any of your notifications will show up in their worklist during this time.</p> <p>Click on Create Rule</p>  <p>Select Item Type: --All--, then click Next</p> 
	<p>You will want to enter the dates that you will be gone. Then in the Delegate box you will enter the name of the person who can handle your worklist while you're out (must also be registered on iSupplier portal). You can also include a Message but this is not mandatory.</p>

STEPS	DESCRIPTION
	 <p>Then click Apply</p> 
<p>3. Worklist Access</p>	<p>Click on Worklist Access to allow one or more users access to your worklist at all times. Always set up one or more users under worklist access in case you are out unexpectedly. This person will not receive emailed notifications and will have to login to iSupplier portal using their username and password then select Switch User to view notifications in your worklist.</p> <p>Select Grant Worklist Access</p>  <p>You will want to leave the End Date blank or put it far enough out so that it does not expire any time soon. In the Name box enter the name of the person you are giving worklist asses to (must also be registered on iSupplier portal).</p> 
	<p>Then click Apply</p> 

STEPS	DESCRIPTION										
	<p>When the user you gave access to logs in to their iSupplier portal they will need to click the Switch User button to view any items in your worklist that need to be resolved. If no Switch User button is shown the Worklist Access has not been completed.</p>  <p><b>Worklist</b></p> <p style="text-align: right;"><a href="#">Full List</a></p> <p><b>Switch User</b></p> <table border="1"> <thead> <tr> <th>From</th> <th>Type</th> <th>Subject</th> <th>Sent</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td colspan="5">There are no notifications in this view.</td> </tr> </tbody> </table> <p> <a href="#">✓ TIP Vacation Rules</a> - Redirect or auto-respond to notifications.  <a href="#">✓ TIP Worklist Access</a> - Specify which users can view and act upon your notifications.         </p>	From	Type	Subject	Sent	Due	There are no notifications in this view.				
From	Type	Subject	Sent	Due							
There are no notifications in this view.											