
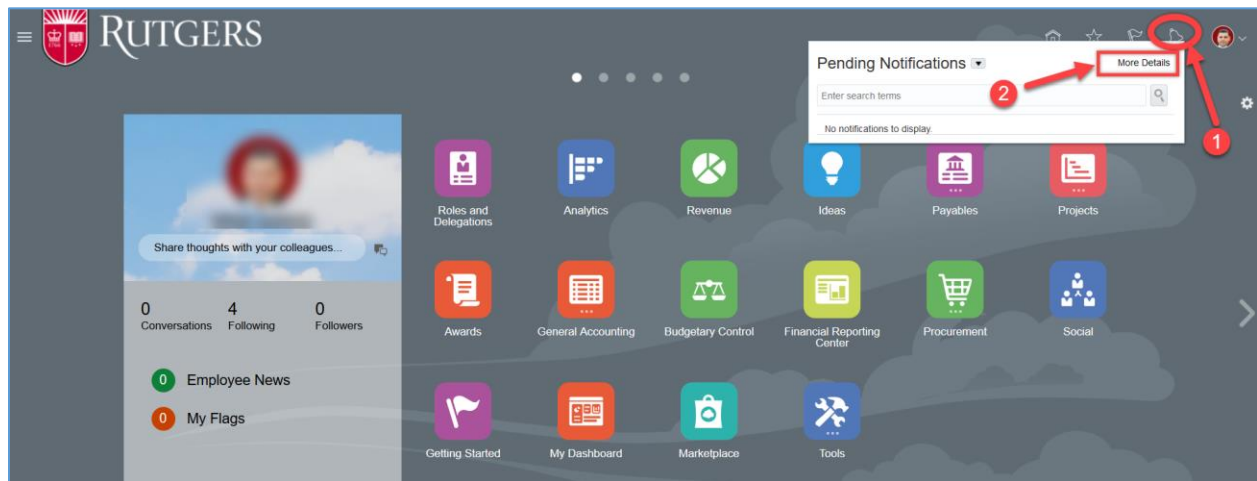
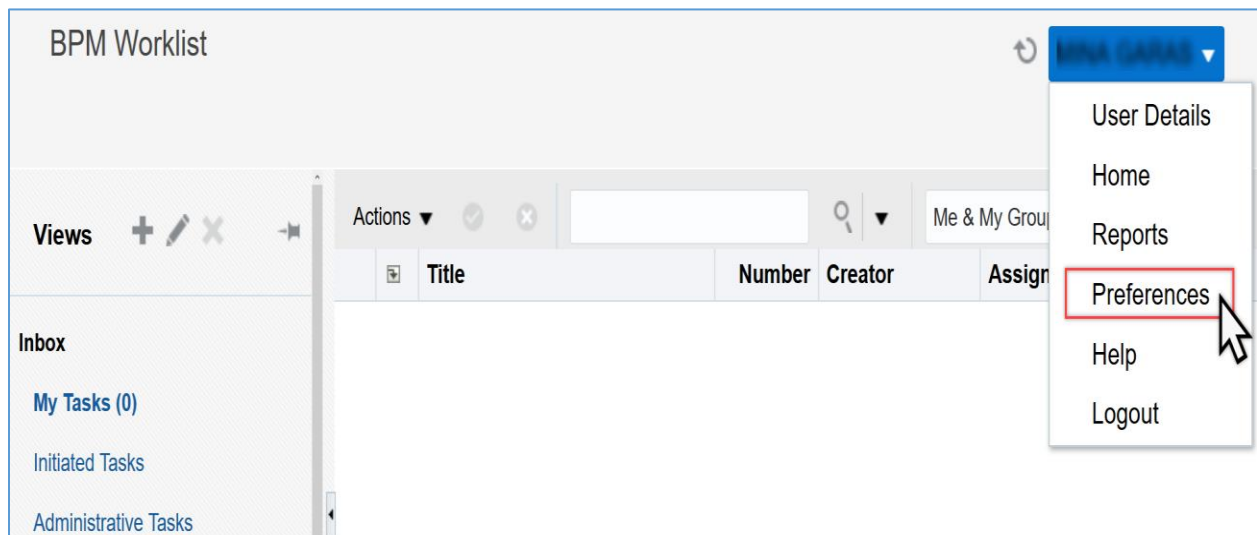


VACATION RULE SETUP JOB AID

- Login to the Financial Management System.
- Navigate to the bell icon  found on the upper right.
- Click on the “More Details” button.



- The BPM screen will pop up.
- From the BPM Worklist screen, click the drop-down menu under your name.
- Select Preferences from the menu.



- The Vacation Period screen will display.
- Check the box to enable the vacation period selection.
- Enter the vacation start and end dates.
- Select a “Reassign” or “Delegate options.
- Click the magnifier to search for users to reassign or delegate tasks.

BPM Worklist

My Rules Certificates Notification Accessibility

Save Revert

Rules

- Vacation Period (Disabled)
- My Rules

Vacation Period : [REDACTED]

Remove yourself from automatic task assignment by enabling a vacation date range.
Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period

Start Date: [REDACTED] [Calendar Icon]

End Date: [REDACTED] [Calendar Icon]

Reassign to: User [REDACTED] [Magnifier Icon]

Delegate to: [REDACTED] [Magnifier Icon]

Callouts:

- Click to Enable Vacation Period (points to the checked checkbox)
- Enter Vacation Date Range (points to the date input fields)
- Select "Reassign" or "Delegate" (points to the radio buttons)
- Click the Magnifier to Search and Select Users (points to the magnifier icons)

- In the Identity Browser screen you can search for a specific user.
- You can search by first or last name, email, and/or Net ID.

Identity Browser

Users [REDACTED]

Advanced

Enter Search Criteria in the fields below

First Name: [REDACTED] Last Name: Griffin

Email: [REDACTED] ID: [REDACTED]

Search Reset

ID	First Name	Last Name	Email	Title
griff	[REDACTED]	Griffin	griff@rutgers...	

Select

Search Results

Click

OK Cancel

Callouts:

- Enter Search Criteria in the fields below (points to the search input fields)
- Select (points to the radio button in the table row)
- Click (points to the OK button)

- Click **Save** to activate the vacation rule.

BPM Worklist

My Rules Certificates Notification Accessibility

Save Revert

Rules

- Vacation Period (Disabled)
- My Rules

Vacation Period : [REDACTED]

Remove yourself from automatic task assignment by enabling a vacation date range.
Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period

Start Date: 7/20/18 3:43 PM [Calendar Icon]

End Date: 7/31/18 3:43 PM [Calendar Icon]

Reassign to: User [REDACTED] [Magnifier Icon]

Delegate to: [REDACTED] [Magnifier Icon]

Callouts:

- Click (points to the Save button)
- Tasks will be reassigned to the user listed below for the (points to the reassign to field)