

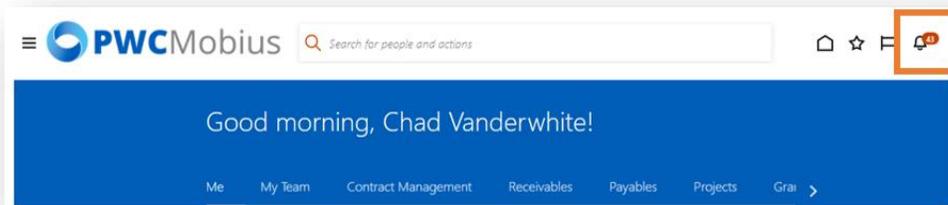
MOBIUS QUICK GUIDE – VACATION RULES

Users may set up Vacation Rules in Mobius to manage approvals during an absence.

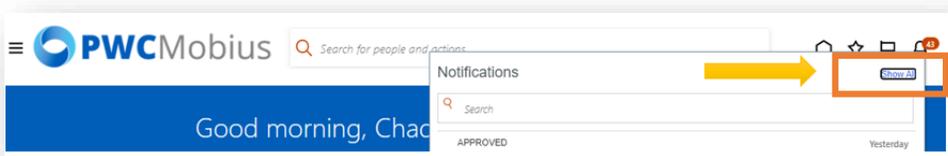
Note: This will apply to all approvals in Mobius, including Financials. See the additional information for managing approvals during an absence.

Setting up a Vacation Rule:

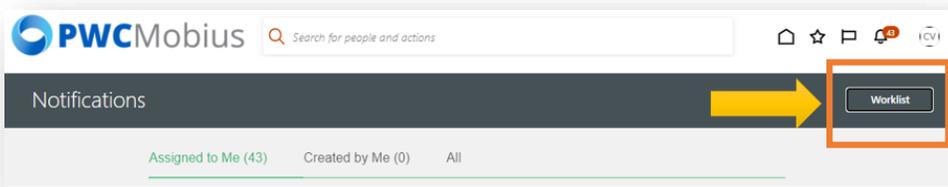
From the Home Page click the **Bell Icon**



Select **Show All**

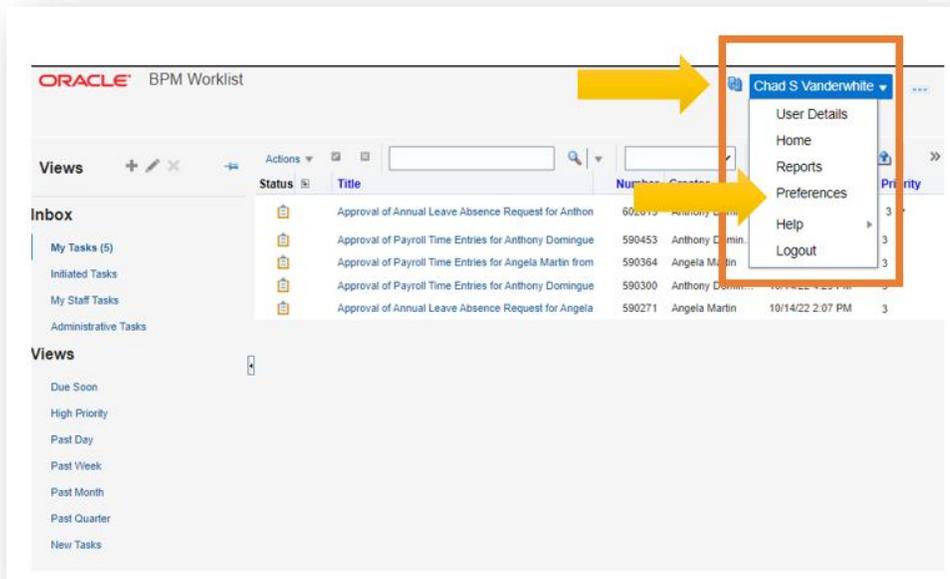


Click on **Worklist**



Click on your **Name** in the top right corner to see the drop-down menu.

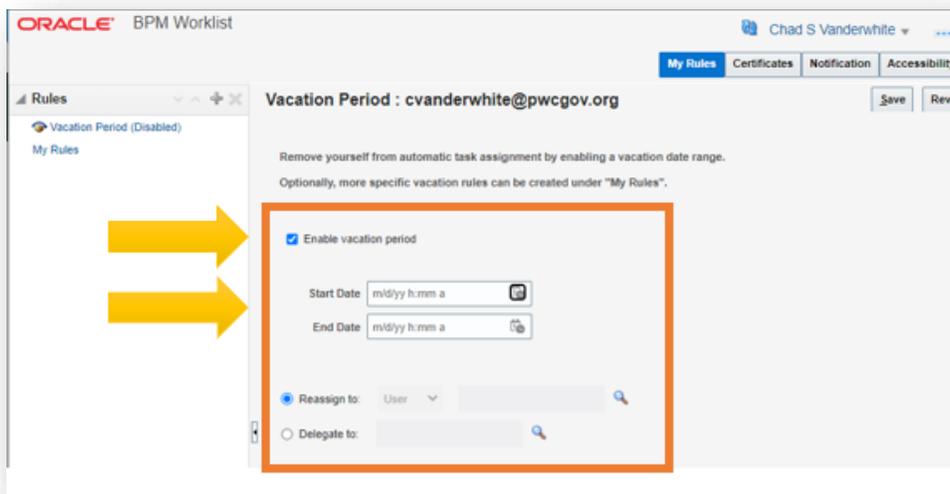
Click on **Preferences**

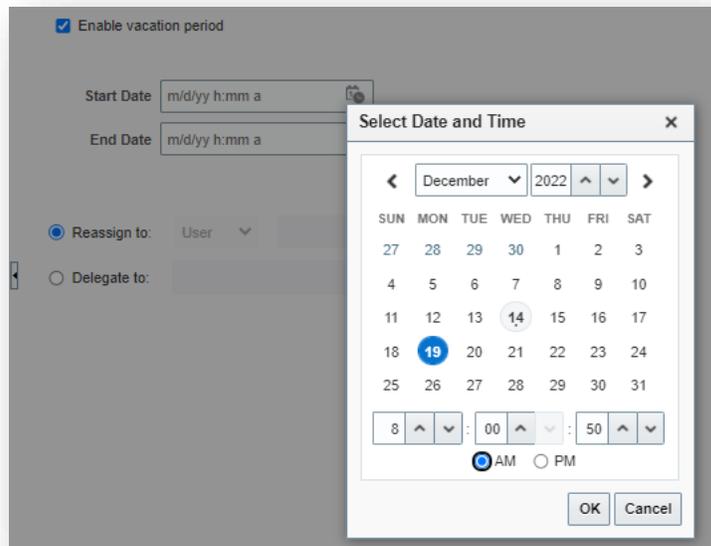


Click the checkbox next to **Enable Vacation Period**

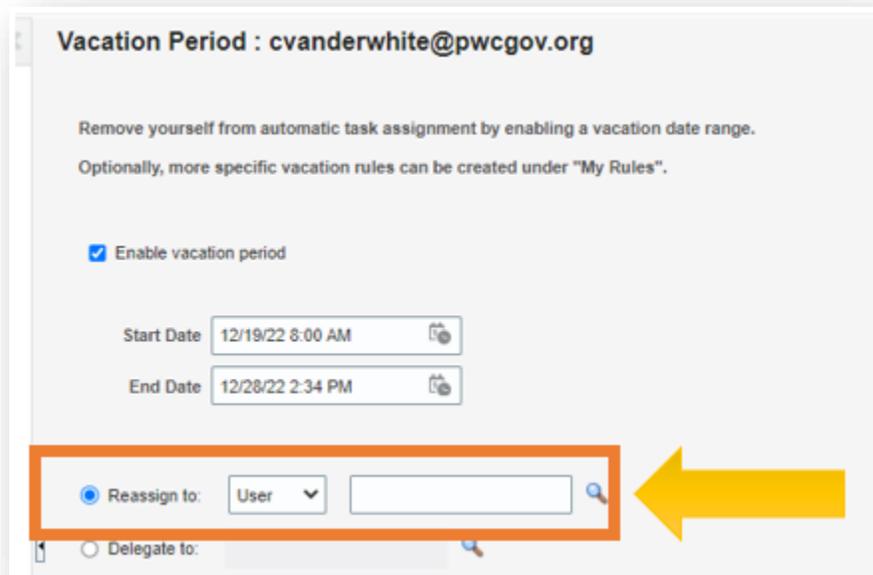
Click the calendar next to **Start Date** and select the start date and time to begin the vacation rule. Select **OK**.

Click the calendar next to **End Date** and select the end date and time to end the vacation rule. Select **OK**.





Select the **Magnifying Glass** in the **Reassign to** section. This will bring up a search menu to locate the person who will receive notifications while you are away. Search for and select the correct person and select **OK**. (Note – this person will receive all of your Mobius notifications during this time frame)



Identity Browser

Users

Advanced

First Name Last Name

Email ID

	ID	First Name	Last Name	Email
<input type="radio"/>	angelamarti	Angela	Martin	angelamartin@pwcgov.org
<input type="radio"/>	amartinez@	Angela	Martinez	amartinez@pwcgov.org

Select **Save** to save the settings. This will turn on the vacation rule for the set time period.

Chad S Vanderwhite

My Rules Certificates Notification Accessibility

Vacation Period : cvanderwhite@pwcgov.org

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

End Date

Reassign to: User

Delegate to: