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

≡ ◯ PWC Mobius	Q Search for people and	Notifications	
Good m	orning, Chac	Q Search APPROVED	Yesterday

Click on Worklist

Notifications	Worklist
Assigned to Me (43) Created by Me (0) All	

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

Click on **Preferences**

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Views Due Soon High Priority Past Day Past Week Past Month Past Quarter								
New Tasks								

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**.

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Rules $\vee \land \div \times$	Vacation Period : cvanderwhite@pwcgov.org	Save Rever
Vacation Period (Disabled)		
My Rules	Remove yourself from automatic task assignment by enabling a vacation date range.	
	Optionally, more specific vacation rules can be created under "My Rules".	
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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)

Remove yoursel	f from automatic task	assignment by	enabling a vacation	on date range.	
Optionally, more	specific vacation rule	es can be create	d under "My Rule	s".	
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Select **Save** to save the settings. This will turn on the vacation rule for the set time period.

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Remove yoursel	from automatic task assignment by e	nabling a vacation date range.		-
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