SHARING YOUR WORKLIST

• In the Oracle E-IT system, you can delegate your approvals by sharing your Worklist
• You can share your Worklist (delegate your approvals) at any time with as many co-workers as you would like
• Both you and the co-worker(s) will receive notifications of ITs on your Worklist
• The first person to approve the IT will have it removed from the Worklist
• From the Oracle Home Page, click on Worklist Access
• Click on the Grant Worklist Access button to open the screen to allow you to choose the person with whom you’d like to share your Worklist
In the Name search box, type in a partial or entire last name of the co-worker and hit the tab key or click on the magnifying glass.

When the Search and Select box opens, choose the user by clicking the radio button next to their name, then click Select.
• Once you have chosen the appropriate name and it appears in the Name field, you can choose a Start Date (which defaults to the current date) and an End Date
  o If you leave the End Date field blank, your Worklist will be shared until you delete the person’s name from your Worklist Access list (See pages 7 - 9)
  o You can automatically stop a person’s access to your Worklist at a certain date by including the desired stop date in the End Date field
• For “Grant Access to,” keep the default of All Item Types
• Once all of your criteria are complete, click the Apply button
  o The user you chose will now be able to view your Worklist and take action on items on your Worklist (See pages 5 - 6 for instructions on how to view shared Worklists)
• To view a shared Worklist, open the Personal Worklist from your Navigator by clicking on it.
• When the Worklist screen opens, click the Switch User button
  – There is also a Switch User button available on your Oracle Home Page when you first log in
• The Switch User screen will appear allowing you to choose which Worklist you’d like to view and act on
• From the Oracle Home Page, click on Worklist Access
Revoking Worklist Access

The following users have access to view and act upon your worklist:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Update</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chavo, Guadalupe</td>
<td>&quot;NULL&quot;</td>
<td>17 Feb 2018</td>
<td></td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• From the Worklist Access screen, click the delete icon (trash can) on the line of the person who you’d like to have access to your Worklist revoked.
A warning screen will appear

Click the Apply button to completely revoke the user’s access to your Worklist