## Oracle Fusion Absence Worklist Navigation

### Introduction/ Issue: Hi, this blog post helps Manger to Manage Leave of an employee

### in Fusion Absence Module.

Worklist includes transactions routed to any approval groups that you belong to, even though you may not have approved the transactions. You can edit a pending transaction and perform the same actions as those available in your worklist or notification summary. You can approve, reject, or return transaction to the previous approver. Also, you can withdraw transactions that you have initiated.

Navigate to the Oracle URL

After launching the login Home page, enter <Username>, <Password> and click on Sign button as shown below in screenshot.

Sigr Ora	n In acle Applications Cloud	1
	Company Single Sign-On or User ID Password Forgot Password Sign In	

### Worklist - Explained:

Worklist includes transactions routed to any approval groups that you belong to, even though you may not have approved the transactions. You can edit a pending transaction and perform the same actions as those available in your worklist or notification summary. You can approve, reject, or return transaction to the previous approver. Also, you can withdraw transactions that you have initiated.

#### Worklist Navigation:

Navigate to "Worklist" Task:

## Oracle Fusion Absence Worklist Navigation



Login to system and click on Notification icon from Springboard.

0.000	Good afternoo	n, <u>Carlos an</u>			
	Me My Team My C	Client Groups Benefits Admi			,
	QUICK ACTIONS	APPS			
0 0 00 0	Personal Details	<u>R</u>	2%	53	
0,00,0	Document Records	Directory	Onboarding	Checklist Tasks	
	B. Identification Info				

2. Click on notifications, then click on "Show all" hyperlink

	Notifications	Show All
Good afternoon, Abd	ACTION REQUIRED     Approval of Casual Leave Absence Request for the second secon	4 days ago 02 to 2023-02-02 Reject
Me My Team Procurement	lools Others	
QUICK ACTIONS AP	PS	

3. Click on Show all, below screen would launch.

Notific	eations	Worklis
	Assigned to Me (1) Created by Me (0) All	
	Search	Dismiss All
	ACTION REQUIRED     Approval of Casual Leave Absence Request for	4 days ago
		Approve

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4. Finally, click on "Worklist" button to launch below task list screen

https://fa-eufa-test-saasfaprod1.fa.ocs.oraclecloud.com/integration/worklistapp/faces/home.jspx						A∥ ∈	Ð,	
ORACLE BPM Worklist					<u>ල</u> ා		•	-
Views 🕂 🗡 🛪 🖼	Actions <b>v</b>		<b>Q</b>   ▼	~	Assigned	✓ ① ► ▼		60
	Status 🖻	Title		Number	Creator	Assigned	Priority	
nbox	Ê	Approval of Casual Leave Absence Requ	lest for Mohammed Abdullah from	302185	Mohammed Ab	5/13/22 5:25 AM	3 🗸	
My Tasks (1)								
Initiated Tasks								
My Staff Tasks								
Administrative Tasks								

**Conclusion:** Hope this Blog helps Manager to Manage their

Direct Report's Absence.