NOTES

Worklist Access grants another user access to view and act upon your notifications via the Worklist.

Worklist Access does NOT grant another user access to view and act upon e-Business responsibilities

Full Screen Image

Difference? Vacation Rules is an auto redirect option to route notifications to another user(s); whereas, Worklist Access allows you and another user(s) to view and act upon your notifications via the Worklist.

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

GRANTING WORKLIST ACCESS

1. Logon to UNI e-Business Suite
2. From the Worklist bottom pane, click once on the “Worklist Access” link.

Full Screen Image
3. Click once on the **Grant Worklist Access** button.

4. In the **Name** User or Role field, type a last name.

5. To select a staff member click once on the desired staff member’s name.

There is an additional option to conduct a full search for a staff member.

1. To begin a staff member full search, click once on the magnifying glass icon next to the Name User or Role field.
2. In the **Search By** Name field type a last name and then click once on the **Go** button.

3. Locate the staff member’s name in the **Results** table.

4. Directly across from the staff member’s name, click on the **Select** radio button.

5. To confirm the staff member choice, click once on either the top or bottom **Select** buttons.
6. The **Description** field is optional, and, if provided, provides the user with Worklist access a brief description regarding the access.
7. At the **Start Date** field, use the calendar icon or type in an effective start date of the access. This is a required field.
8. The **End Date** field is optional, and, if provided, it will stop the Worklist Access on the date indicated. Use the calendar icon or type in an effective end date of the access.

![](example: 17-Apr-2012)

9. From the **Granted Access** section, click once in the **Selected Item Types** radio button.

10. In the **Available Item Types** region, click once on the **UNI Personnel Action Form** option.

11. Click once on the **Move** button.

12. Verify that **UNI Personnel Action Form** option moved into the **Selected Item Types** region.
13. Click once on the **Apply** button.

14. Verify that the Worklist Access has been correctly assigned.

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Full Screen Image

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**VIEWING ASSIGNED WORKLIST ACCESS**

Full Screen Image

1. Logon to UNI e-Business Suite.
2. From the Worklist top pane, click once on the **Switch User** button.

Full Screen Image

3. To the left of the staff member’s name, click once on the **Select** radio button.

Full Screen Image

4. To confirm the staff member choice, click once on either the top or bottom **Apply** buttons.
5. View and act upon your notifications through the assigned Worklist central pane.

![Worklist Access Steps](image)

**REMOVE ASSIGNED WORKLIST ACCESS**

**Full Screen Image**

1. Logon to UNI e-Business Suite
2. From the Worklist bottom pane, click once on the “Worklist Access” link.

   ![TIP Worklist Access](image)

3. Click once on the **Delete** trash can directly across from the staff member’s name.

4. A **Warning** message will appear asking you to confirm the request to remove Worklist access for the employee listed, click once on the **Apply** button to confirm and remove the Worklist access.

![Warning](image)