(24C) Oracle Fusion Cloud HCM: Workflows and Approvals

Oracle Talent Management Cloud

DURATION	MODULES	COURSE CODE
1 Days	**3 Lectures**	**—**

Course Overview

In this Oracle HCM Cloud: Workflows and Approvals training you identify the key concepts of the workflow and approval framework, which includes creating approvals, describing a predefined rule, approval types, Oracle Business Process Management Worklist, notifications, and alerts.

What You Will Learn

- Workflows and Approvals Overview
- Common Questions
- HCM Approval Management Overview
- What are the key components used in HCM approvals?
- What are workflows?
- Approval Workflow Example
- What are the roles that give workflow administrators access?
- What are approval policies?
- How do I manage approval policies?
- Key Points
- Transaction Console
- Common Questions
- How do I manage HCM approval transactions?
- How do I use the Transaction Console?
- What are the actions to manage transactions?
- What tasks can I perform using the Approval Rules tab?
- How do I use the archive and purge options?
- How do I test approval rules?
- Key Points
- Approval Rules Configuration
- Common Questions
- What are approval rules?
- How do I create an approval rule?
- How do I configure IF conditions?

- How do I combine multiple conditions?
- How do I configure THEN statements?
- How do I define approver settings for THEN statements?
- IF and THEN Statements Example
- Key Points
- Demonstration
- Approver Types
- Common Questions
- What are the types of approvers?
- Management Hierarchy
- Job-Level
- Position Hierarchy
- Users
- Application Role
- Representatives
- Approval Groups
- Key Points
- Demonstration
- Oracle BPM Worklist
- Common Questions
- What is BPM Worklist?
- What are the types of worklist users?
- When do I use the BPM Worklist?
- What happens when you log in to the worklist?
- Key Points
- Demonstration
- Configure BPM Worklist
- Common Questions
- How workflow task routing is mapped out?
- What are the stages to map out the routing flow?
- What are the types of participants?
- What are approval rule sets and rules?
- How do I set up notifications?
- How do I set up reminders?
- How can I aggregate tasks to minimize notifications?
- How can I define due date and expiration policies?
- Configure Assignment and Routing Policy
- How do I define vacation rules?
- Key Points
- Demonstrations
- Approvals and Notifications
- Common Questions
- What are notifications?
- Where do you get notifications?
- Examine the Notifications Page
- What actions can I take on approval notifications?

- Why do I need to synchronize notifications?
- How do I enable or disable workflow notifications?
- What are configurable notifications?
- How do BI objects work together?
- How can I configure notifications?
- Key Points
- Demonstrations
- Alerts Composer
- Common Questions
- What is Alerts Composer?
- What can I do using the Alerts Composer?
- What are functions?
- What are groovy expressions?
- How do I view the alerts history?
- What are the functional privileges required for Alerts Composer?
- Key Points
- Demonstration
- Information Resources
- Information Resources
- Oracle Help Center
- My Oracle Support
- Oracle Cloud Customer Connect
- Oracle University
- Oracle Communities
- Oracle Partner Community