

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

Oracle Talent Management Cloud

DURATION

**1 Days**

MODULES

**3 Lectures**

COURSE CODE

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### 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](#)