Manager View
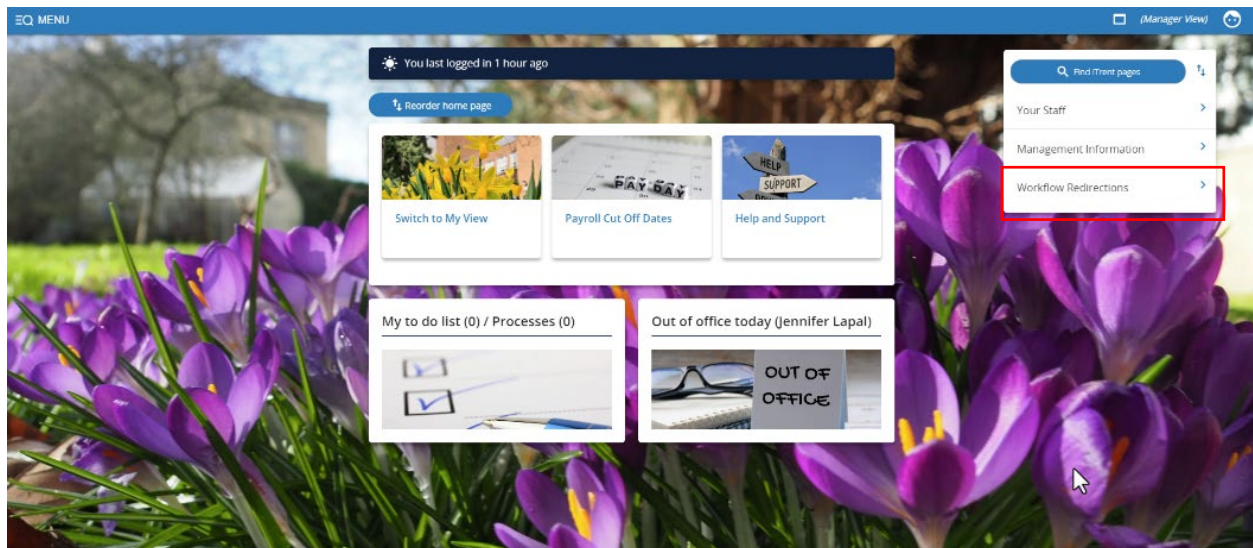
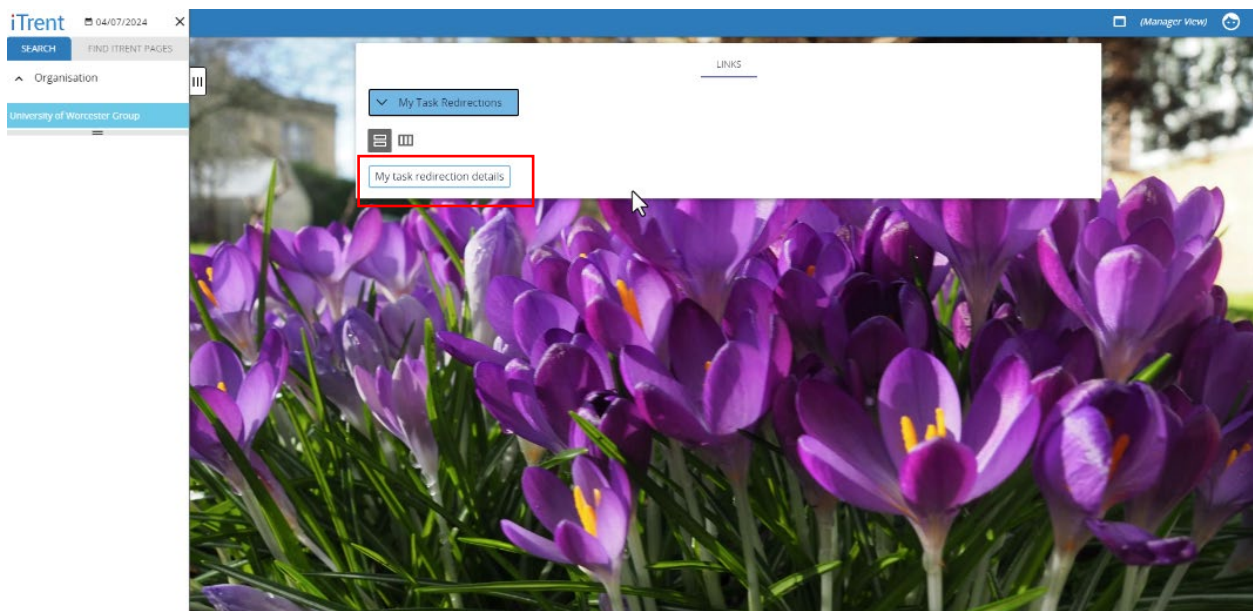## Redirecting workflows

During periods of *Holiday* or *Other Absences*, you can nominate another manager to review and approve things like holiday requests for you.
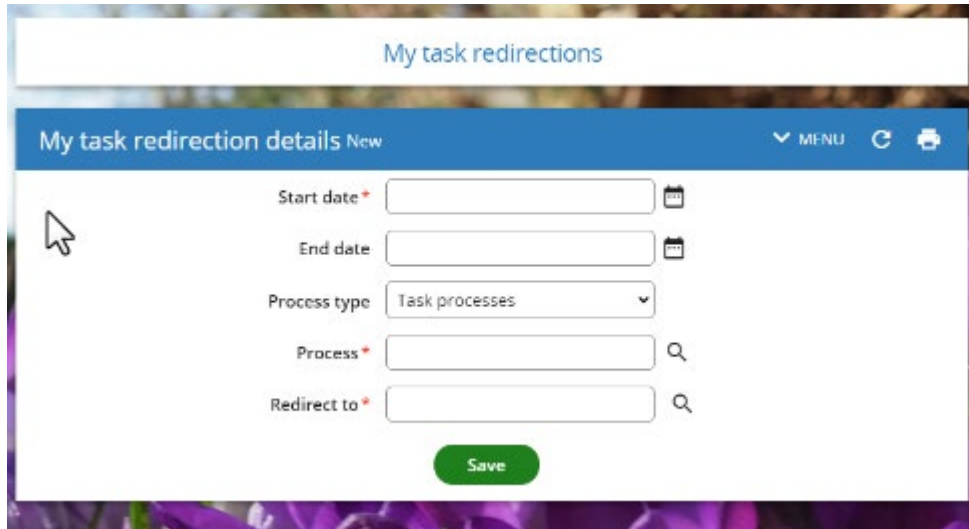
From the home screen select *Workflow Redirections*.
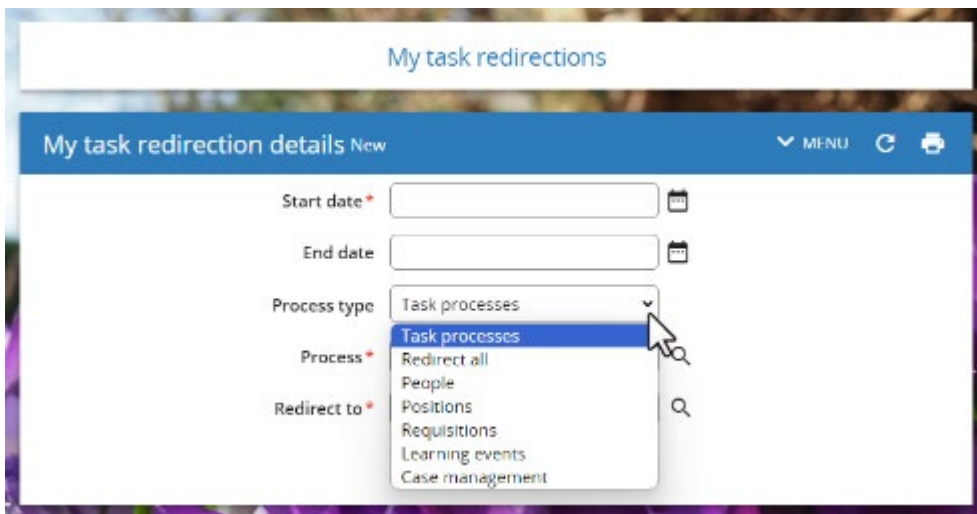

And then *My task redirection details*.

This will bring you to the *My task redirection details* page.

From here you can manage the redirection of approval notifications to other managers in your absence.

The drop-down menu provides you with the following options: *Task processes*, *People*, *Positions*, *Requisitions*, *Learning events*, and *Case management*.

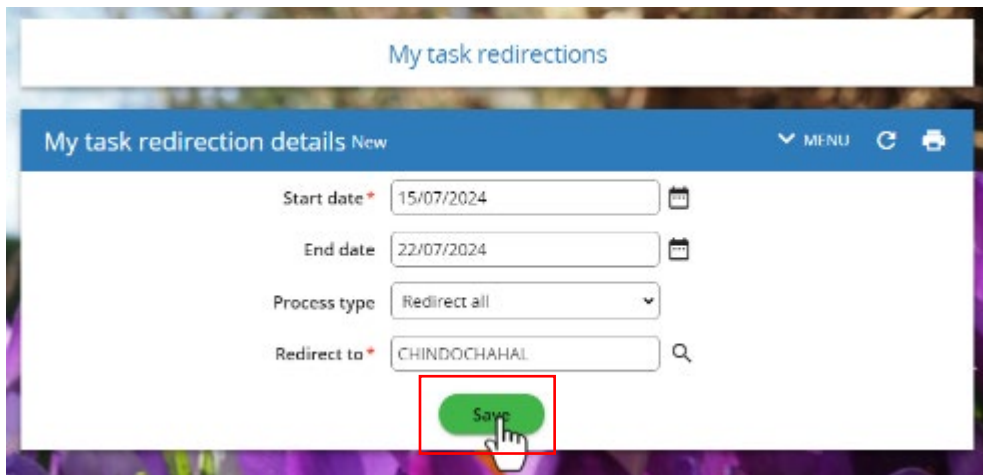You can also choose to *Redirect all*.

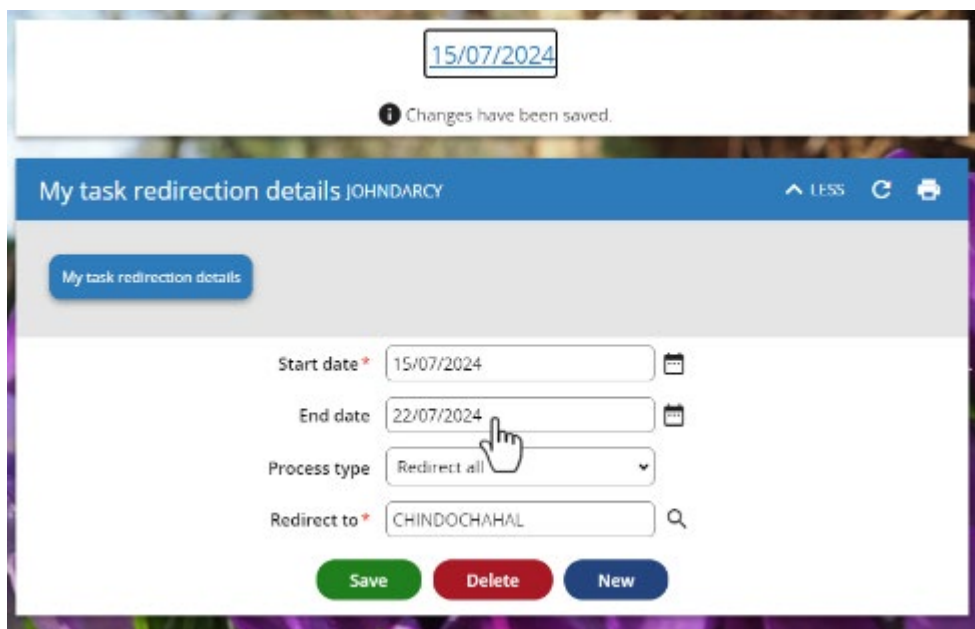Note that when selecting *Task processes* you will be prompted to indicate which processes you will be redirecting.

In this example we have selected *Redirect all* for one week.

Once you are happy select *Save*.

From this screen you can *Edit* or *Delete* the redirection or you can also create new redirections.

To get back to this screen go to the menu on the home screen, select *Workflow Redirections > My task redirection details*.