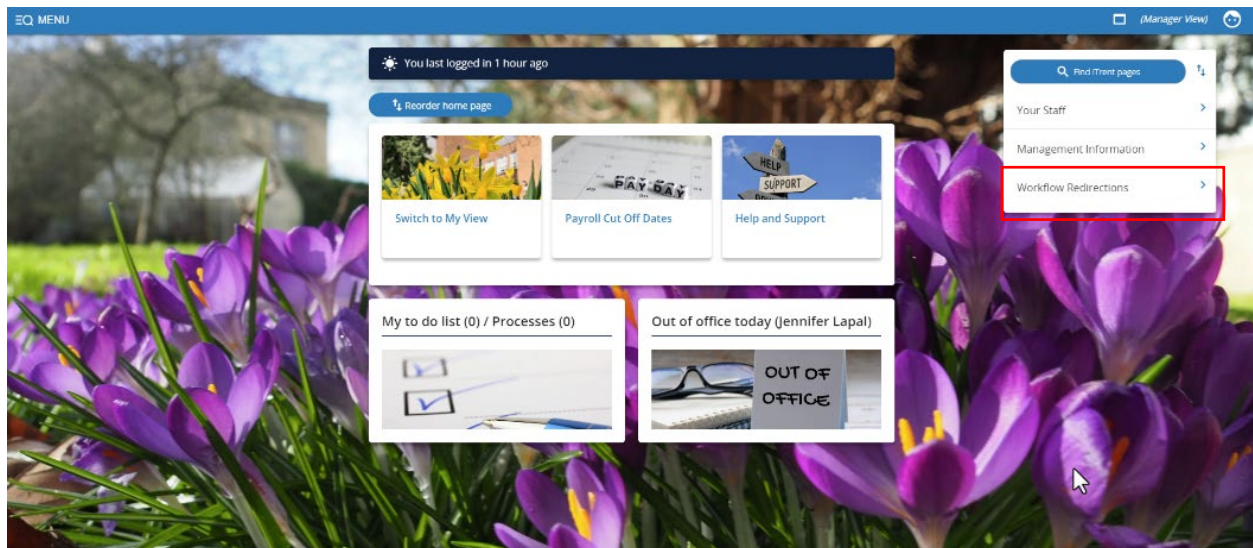


Manager View

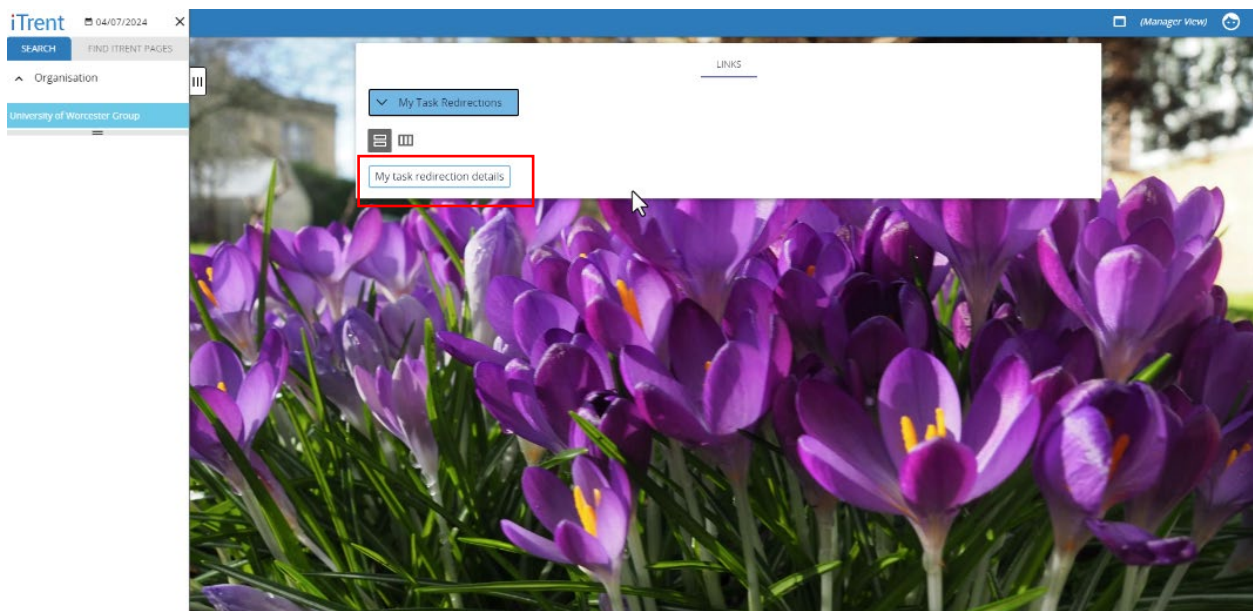
Redirecting workflows

During periods of **Holiday** or **Other Absences**, you can nominate another manager to review and approve things like holiday requests for you.

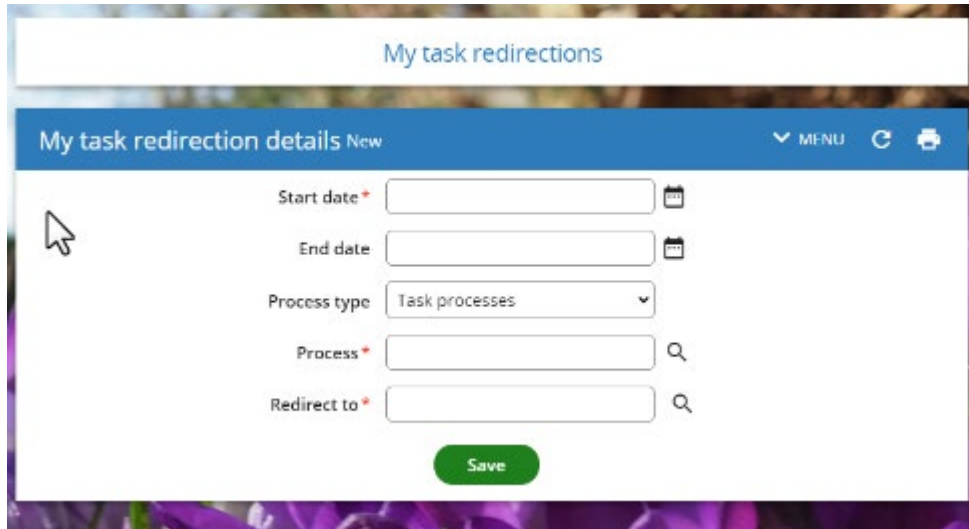
From the home screen select **Workflow Redirections**.



And then **My task redirection details**.



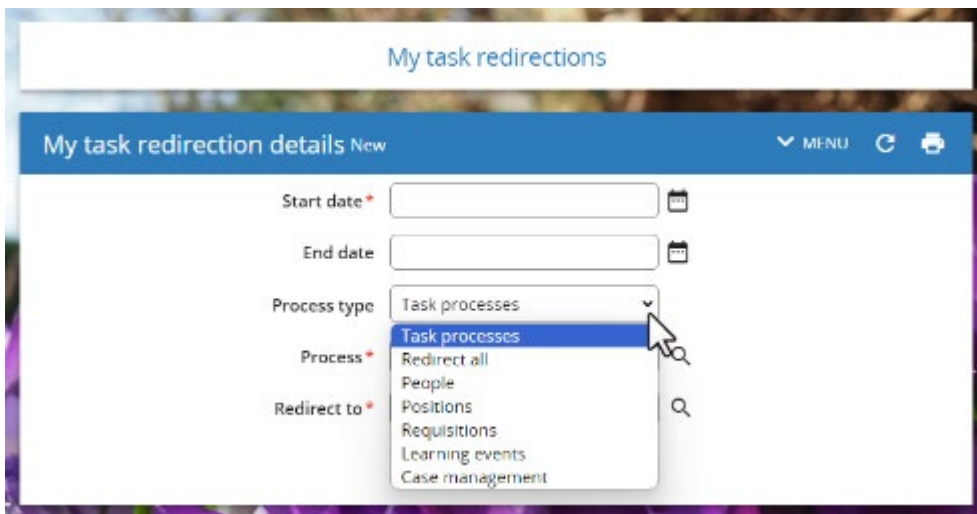
This will bring you to the [My task redirection details](#) page.



The screenshot shows the 'My task redirection details' form. At the top, there is a header 'My task redirections' and a sub-header 'My task redirection details New' with a 'MENU' button, a refresh icon, and a print icon. The form contains several input fields: 'Start date' with a calendar icon, 'End date' with a calendar icon, 'Process type' with a dropdown menu showing 'Task processes', 'Process' with a search icon, and 'Redirect to' with a search icon. A green 'Save' button is at the bottom.

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](#).



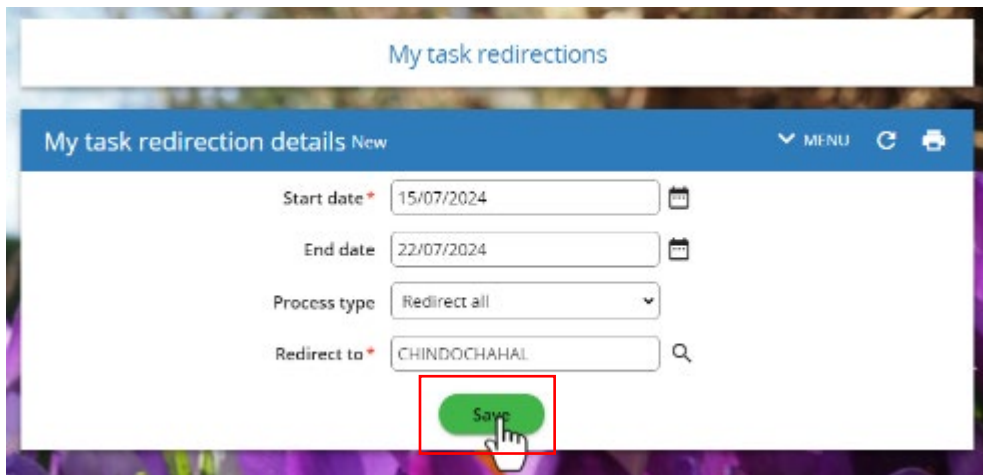
The screenshot shows the 'My task redirection details' form with the 'Process type' dropdown menu open. The dropdown menu lists the following options: 'Task processes' (highlighted), 'Redirect all', 'People', 'Positions', 'Requisitions', 'Learning events', and 'Case management'. A mouse cursor is pointing at the 'Task processes' option.

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.

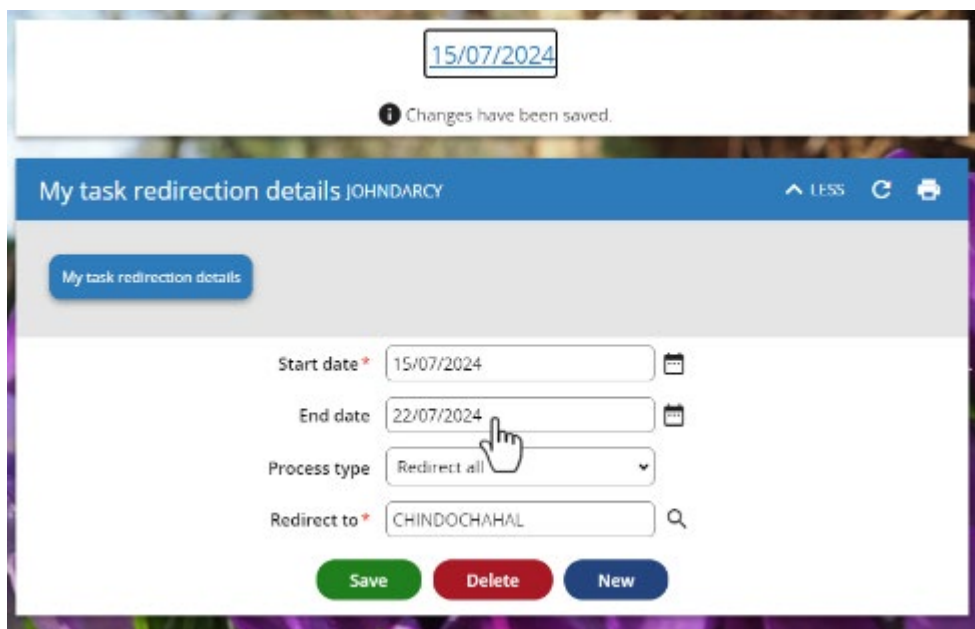
In this example we have selected **Redirect all** for one week.

Once you are happy select **Save**.



The screenshot shows a web interface titled "My task redirections". Below the title is a blue header bar with the text "My task redirection details New" and icons for a menu, refresh, and print. The form contains the following fields: "Start date" with the value "15/07/2024", "End date" with the value "22/07/2024", "Process type" with a dropdown menu showing "Redirect all", and "Redirect to" with the value "CHINDOCHAHAL". A green "Save" button is located at the bottom of the form, highlighted with a red rectangle and a hand cursor.

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



The screenshot shows the same web interface as the previous one, but now the "Start date" field is highlighted with a blue border. Below the form, there is a message "Changes have been saved." and a blue header bar with the text "My task redirection details JOHNDARCY" and icons for "LESS", refresh, and print. The form contains the same fields as before. At the bottom of the form, there are three buttons: "Save" (green), "Delete" (red), and "New" (blue). A hand cursor is pointing at the "Delete" button.

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