## **Task Redirection for Authorisations**

Setting up a redirection in advance (i.e. for planned holiday) means that all your authorisation requests can be directed to whomever is covering your absence. This means that your staff can still have their T&E claims and absence authorised in your absence.

1) On the front screen, click My Links

E MENU		
	Yo	Hello Mavis u last logged in 7 minutes ago
	My links	

2) Then Management

Hello Mavis	
You last logged in 7 minutes ago	ţ
My links	:
People Management	

3) This takes you to the Redirections section. Click on Task Redirection Details to see any you have already set up (that may or may not have expired) in the left hand side panel.

i Trent 10/10/2019 ×		
ORGANISATION		
Mole Valley District Council	LINK8	
	✓ Task Redirections	
	New - Task Redirection Task Redirection Details	
ORGANISATION		
Mole Valley District Council	LINKS	
<b>—</b> .	✓ Task Redirections	
MY TASK REDIRECTIONS		
01/10/2019		
11/10/2019	New - Task Redirection Task Redirection Details	

4) If there are redirections listed, click on the date and the details will show

ORGANISATION					
Mole Valley District Council	01/10/2019				
MY TASK REDIRECTIONS	My task redirection details SELFSERVICE 🗸 MENU				
01/10/2019					
11/10/2019	Start date 01/10/2019				
	End date 10/10/2019				
	Process type Redirect all				
	Redirect to <sup>®</sup> SCOTTS Q				
	Password				
	SAVE DELETE NEW				

You can adjust, delete or create a new redirection from this screen.

5) Use New-Task Redirection to create a new redirection

		LINKS
✓ Task Redirections		
New - Task Redirection	Task Redirection Details	

My task redirection details New 💙 MENU		C
Start date		
End date		
Process type Task process	es 🔻	
Process	QQ	
Redirect to •	QQ	
Password		

Select Redirect All from the drop down list. SAVE