

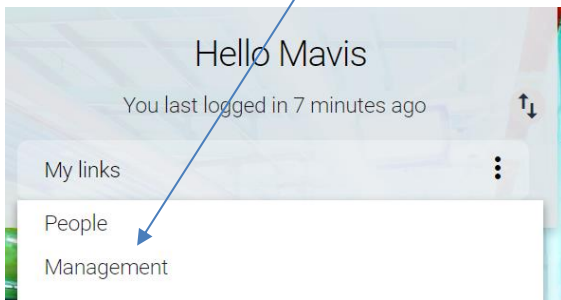
Task Redirection for Authorisations

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.

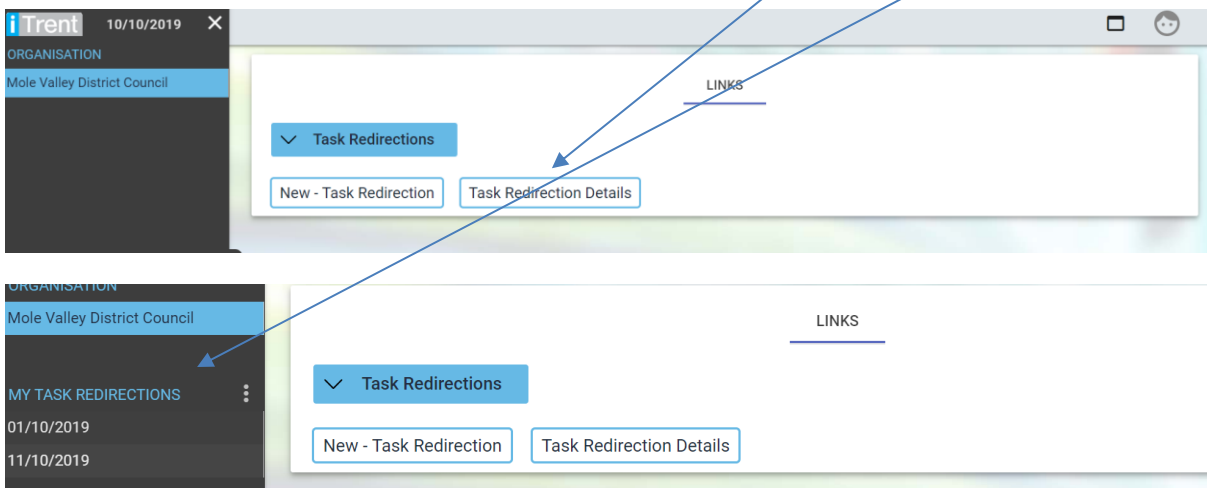
- 1) On the front screen, click My Links



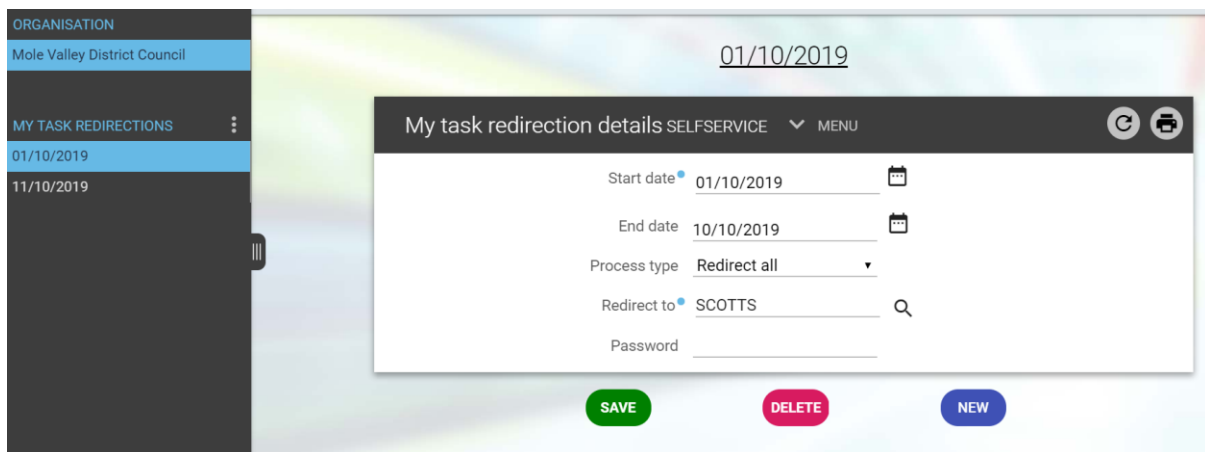
- 2) Then Management



- 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.

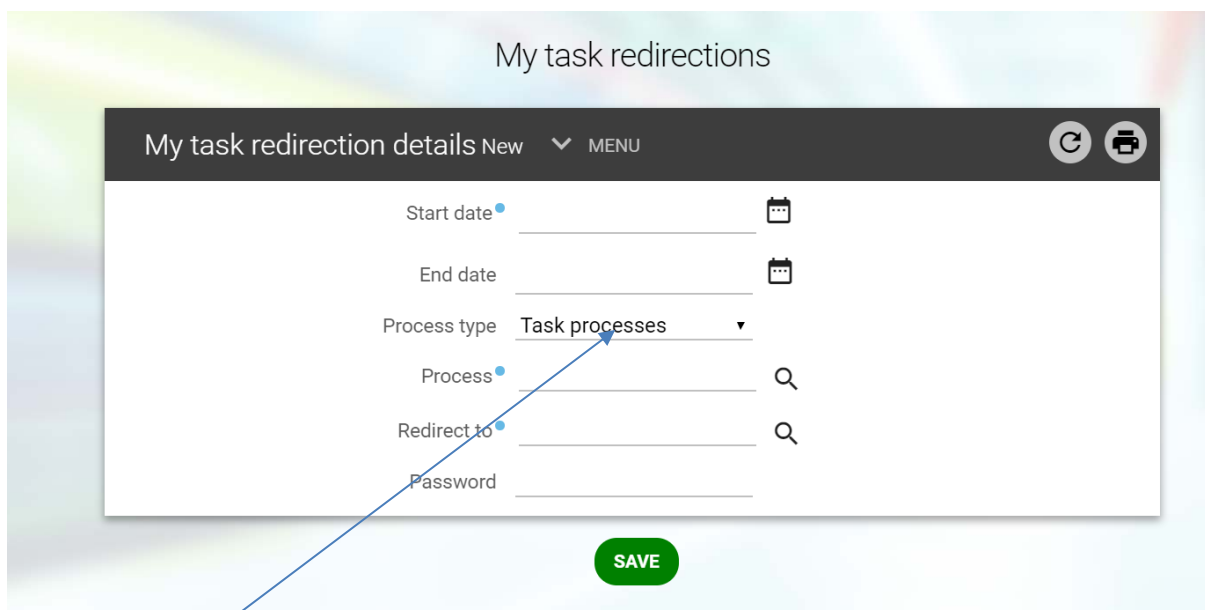
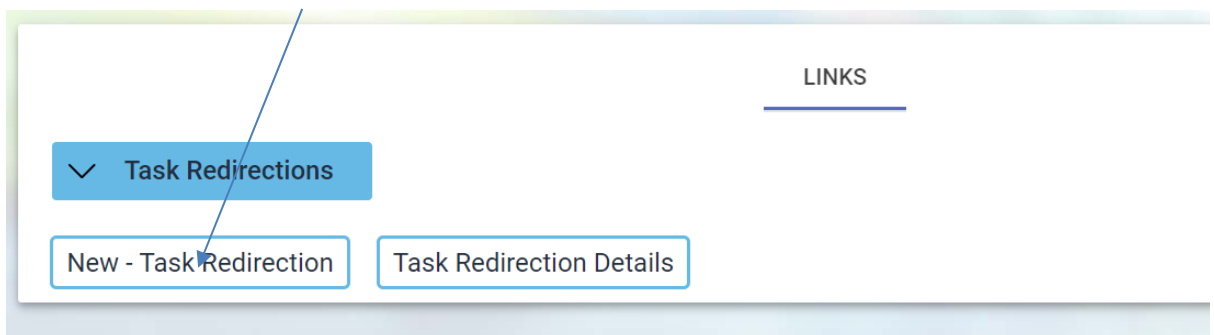


4) If there are redirections listed, click on the date and the details will show



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

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



Select Redirect All from the drop down list. SAVE