

Portal Workflow– Forward to another Approver

- In case the task received should be handled by another person, the Approver can navigate to My Worklist page and under the Tasks tab identify the request and forward it to **another Approver** (e.g. Manager or HR Partner).
- To forward the task the Approver must right-click on the task and select **Forward** from the drop down list.

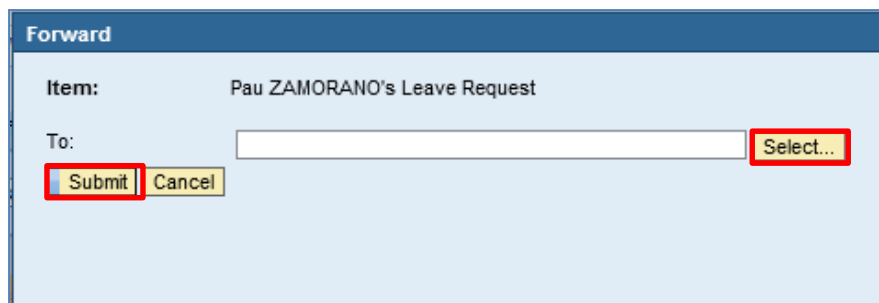
The screenshot displays the SAP Employee Self-Service interface. The 'My Worklist' tab is selected in the top navigation bar. Below it, the 'Tasks (903 / 904)' tab is active. The main content area shows a table of tasks. The first task, 'Ying OTILIA's Leave Request', is highlighted in orange. A context menu is open over this task, with the 'Forward' option highlighted in yellow. Other options in the menu include 'Resubmit', 'launchWebDynPro', 'Assign To Me', 'Add Note', 'Display Details in SAP GUI', 'Manage Attachments', 'Create Ad-Hoc Request', and 'View History'. Below the table, the details for the selected task are shown, including the subject 'Ying OTILIA's Leave Request', the sender 'OTILIA, Ying', and the sent date 'Today'. The status is 'New' and the priority is 'Priority:'. The description reads: 'Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.'

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When the **Forward** pop-up window appears, click **Select** button and enter the user id of the new approver in the **Search for Name** field.

Click **Apply** button to confirm and continue.

To finalize, click **Submit** button to forward the request to another Approver.

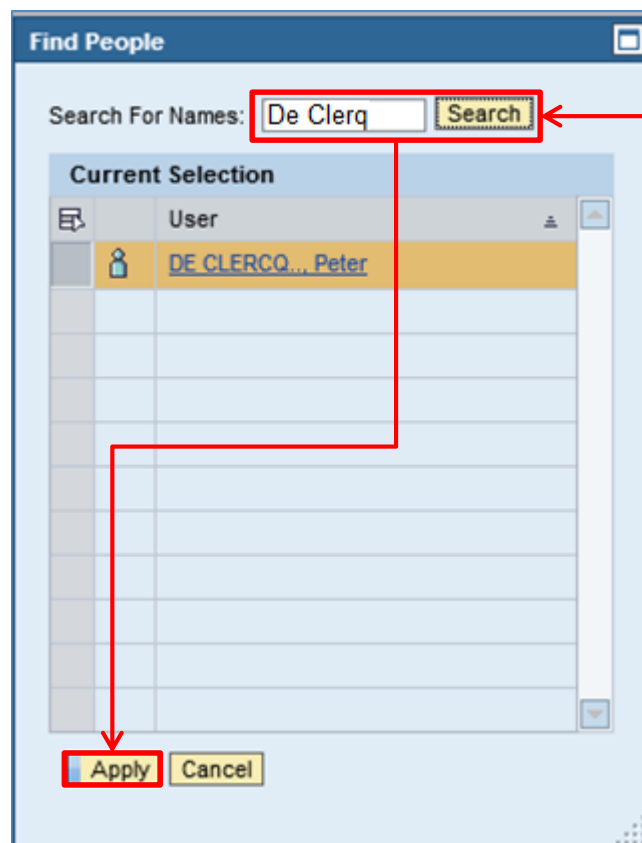


Forward

Item: Pau ZAMORANO's Leave Request

To: **Select...**

Submit Cancel



Find People

Search For Names: **Search**

Current Selection

User
DE CLERCQ... Peter

Apply Cancel