

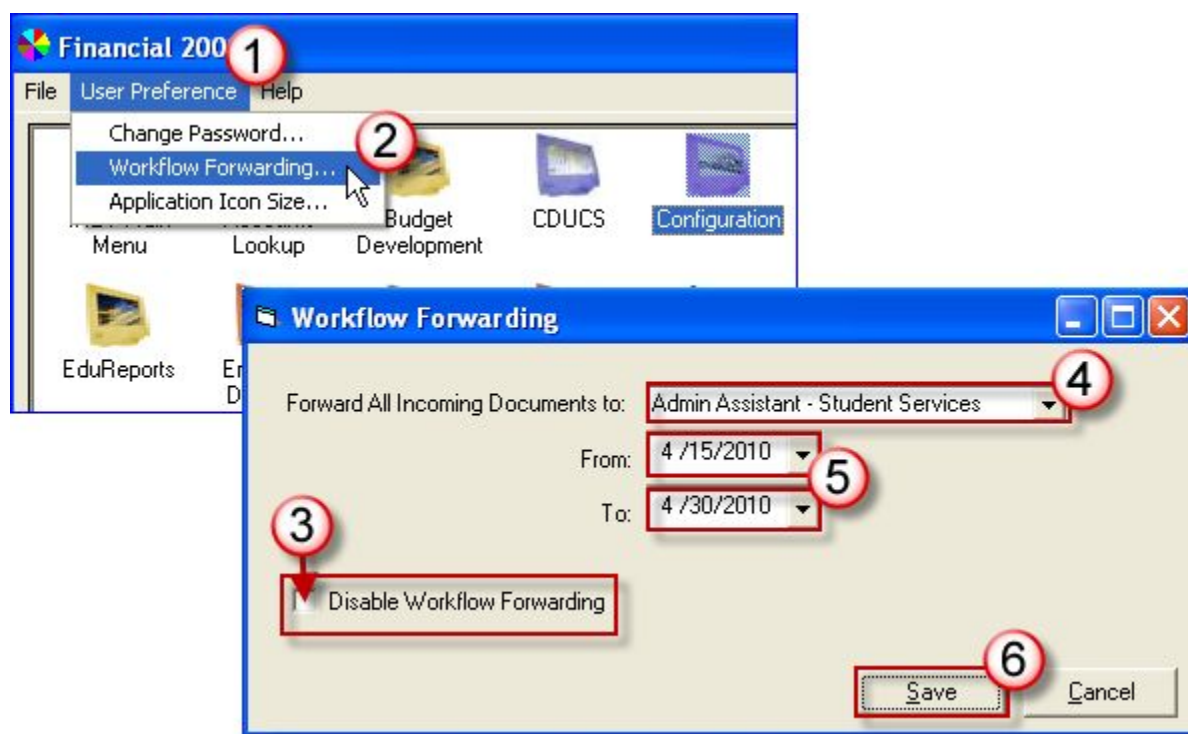
# Forwarding Purchase Requisitions Approvals

If a user is going to be away from the office for any length of time, it is highly recommended that they forward their workflow to another position in their absence. This will help eliminate delay in the requisition process, and is extremely important both during the summer and as we approach Fiscal Year end.

## Turning Workflow Forwarding On:

To turn on the Workflow Forwarding feature, follow these quick steps from within the initial Financial 2000 screen:

1. Click on **User Preference**
2. Select **Workflow Forwarding**
3. Within the Workflow Forwarding screen, click to uncheck the **Disable Workflow Forwarding** box
4. Click the dropdown button in the **Forward All Incoming Documents to:** field, and select the position to whom you wish to forward your workflow
5. Click to select the date range you want your workflow forwarded in the **From** and **To** fields
6. Click on **SAVE**



## Turning Workflow Forwarding Off:

To turn off the Workflow Forwarding feature, simply follow these steps:

1. Click on **User Preference**
2. Select **Workflow Forwarding**
3. Within the Workflow Forwarding screen, click to check the **Disable Workflow Forwarding** box
4. Click on **SAVE**