# Utilize *Out of Office* Functionality

Design an *Out of Office* workflow that makes sense for your organization's process'.

Enable Out of Office

Allow your Sourcing and Financial Approvers to manage their *Out of Office* messaging and if desired designate an approver to act on their behalf for a specified period of time.
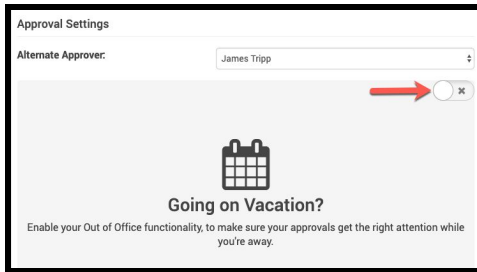
1. Found in the Master Administrator panel
   ➢ *Documents >Workflows > Request Approval Workflow* (toggle on)
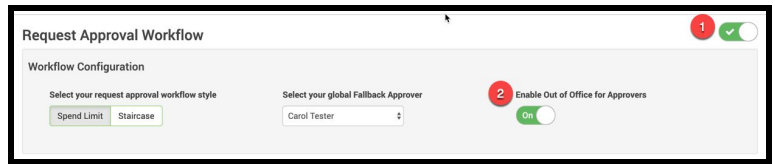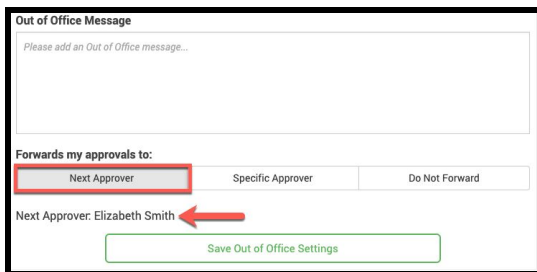
2. Toggle on *Enable Out of Office for Approvers*

Approver's profile with 'Out of Office' toggle:

Once enabled, each individual approver can design how to forward their approvals during an absence:

Select *'Next Approver'*

If selected the document will be sent to the individual identified as 'Next Approver' in the original Approver's user record.

Approver's User Record:

Select *'Specific Approver'*

If selected and your organization is using a Staircase approval, you can manually select another approver.

Select *'Do Not Forward'*

Unless 'Approval Forwarding' is enabled as a global setting, an approver can select to hold approvals until he/she returns to approve.

Approval Forwarding

Specify the rules for how approval requests should be forwarded.

Administrators can specify the number of days a Requisition* should be allowed to sit dormant with an approver before the system automatically forwards it to the next approver in the chain.

- The 'Approval Forwarding' toggle only applies to Requisitions. All other approval types will not be affected.

Alternatively, Administrators can specify how many times an Approver should be reminded about a pending request before it is forwarded to the next approver.

- Select 'Number of contact attempts'
  - ➤ Enter number of days and intervals between days.