

Essex Hours

Quick guide: Redirecting tasks



If you need to redirect a paid time task that has been sent for approval you can do so by doing the following:

1. Click on the link 'Task list administration' which can be found under the Authorise paid time claims folder.

\checkmark Authorise paid time claims	Task list administration
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2. Change the drop down list against the search field from 'all' to 'user name'

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3. Click on the magnifying glass next to 'user' and search for the user that the task is currently sat with e.g. AB12345

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- 4. Click on 'search'
- 5. A list of tasks that are sat with that user will be returned, tick the box next to the task you want to redirect and click on the redirect button

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6. Using the magnifying glass, search for the name of the person you want to redirect the task and press save

Redirect task Paid time details Paid Time for Essex Hours)	* (14/10/2024 - ESS -	G	ē
Recipient*	Q		
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7. This task is now with the new recipient to authorise, please note they will receive the task but will not receive an email