

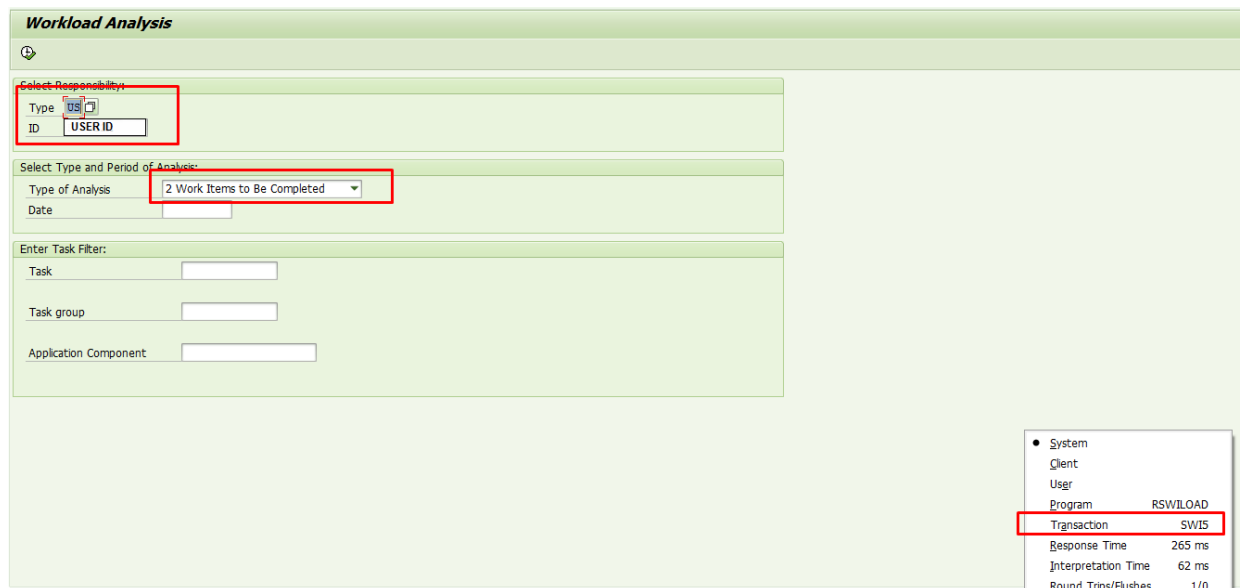
How to Forward Workflow work Item in SAP



In Support projects, we will often need to forward the work items from one person inbox to another. The reason may be the person who needs to approve the work item may be on leave. So the below post will provide you the knowledge on how to forward workflow work item in SAP.

Steps to forward a work flow work item in sap:

1. Open the inbox of the forwarding agent via **SWI5** transaction.



Workload Analysis	
Select Responsibility:	
Type	US
ID	USER.ID
Select Type and Period of Analysis:	
Type of Analysis	2 Work Items to Be Completed
Date	
Enter Task Filter:	
Task	
Task group	
Application Component	
System	
Client	
Usgr	
Program	RSWILOAD
Transaction	SWI5
Response Time	265 ms
Interpretation Time	62 ms
Round Trips/Flushes	1/0

2. Copy the work item which needs to be forwarded.

Workload for USER

Work items to be processed

- 1 Not reserved by an agent
 - 1 TS00008267 Generic decision task
 - Work item 000023085074

Work item	To be processed from	To be processed by	Status
000023085074	22.06.2016 15:51:12	25.06.2016 15:51:12	Ready

- Goto Transaction **SWIA** transaction and paste the work item in identification.

Process Work Item As Administrator

Selection Using Work Item ID

Identification to

Selection Using Work Item Properties

Type to

Status to

- Execute the transaction.

Back (F3)

Process Work Item As Administrator (1 Entry)

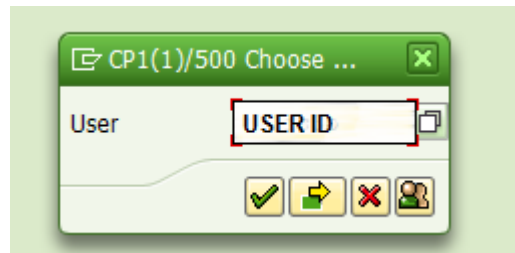
ID	Status	Workflow	Work Item Type	Task	CreateDate	Create...	Work item text
23085074	READY	23085069	Dialog Step	TS00008267	22.06.2016	15:51:12	00610761210061076121

- Select the work item, and click on Administrator forward button (**Shift + F12**).

Process Work Item As Administrator (1 Entry)

ID	Status	Workflow	Work Item Type	Task	CreateDate	Create...	Work item text
23085074	REA	23085069	Dialog Step	TS00008267	22.06.2016		

- Enter the user ID for whom the work item needs to be forwarded and



click on submit.

7. The work item will be successfully forwarded.

To check this, Go to **SWI5** transaction, and click on refresh button.

