## 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 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.

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Celect Responsibility: Type ID USER ID	
Select Type and Period of Analysis Type of Analysis 2 Work Items to Be Completed Date	
Enter Task Filter:	
Task group Application Component	
	System <u>Clent</u> User     Brogram     Brown DAD
	Transaction SWIDAD
	Interpretation Time 62 ms Round Trips/Flushes 1/0

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

Work items to be processed 1 Not reserved by an agent 1 TS00008267 Generic decision task Work item to be processed from To be processed by Status 000023085074 2.06.2016 15:51:12 25.06.2016 15:51:12 Ready	Work items to be processed 1 Not reserved by an agent 1 TS00008267 Generic decision task Work item to be processed from To be processed by Status 000023085074 2.06.2016 15:51:12 25.06.2016 15:51:12 Ready	Workload for USER	
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3. Goto Transaction **SWIA** transaction and paste the work item in identification.



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

Proc	cess Work Item As	Administra	ator (1 Entr	<b>y</b> )		
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	ID Status 23085074 REA Status	Workflow 23085069	Work Item Type Dialog Step	e Task TS00008267	CreateDate 22.06.2016	C 1

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

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User	USER ID
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click on submit.

7. The work item will be successfully forwarded.

To check this, Go to  ${\bf SWI5}$  transaction, and click on refresh button.

Workload for USER	
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