

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.

The screenshot shows the SAP Workload Analysis (SWI5) transaction interface. The title bar reads 'Workload Analysis'. The main area is divided into several sections:

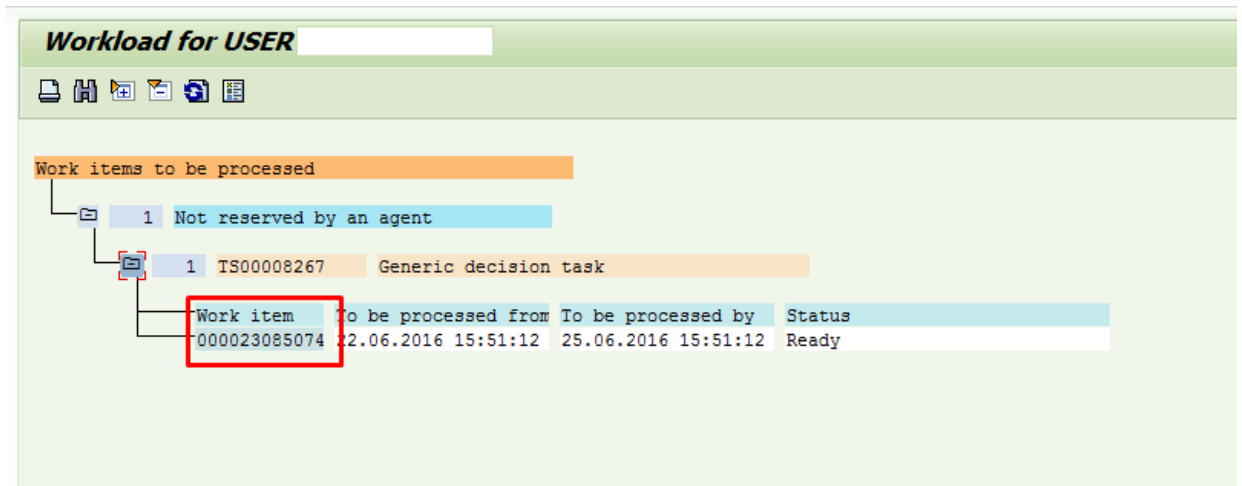
- Select Responsibility:** Contains a 'Type' dropdown menu with 'US' selected and an 'ID' text input field containing 'USER ID'. Both are highlighted with a red box.
- Select Type and Period of Analysis:** Contains a 'Type of Analysis' dropdown menu with '2 Work Items to Be Completed' selected and a 'Date' text input field. The dropdown is highlighted with a red box.
- Enter Task Filter:** Contains three text input fields for 'Task', 'Task group', and 'Application Component'.

In the bottom right corner, there is a system status window with the following data:

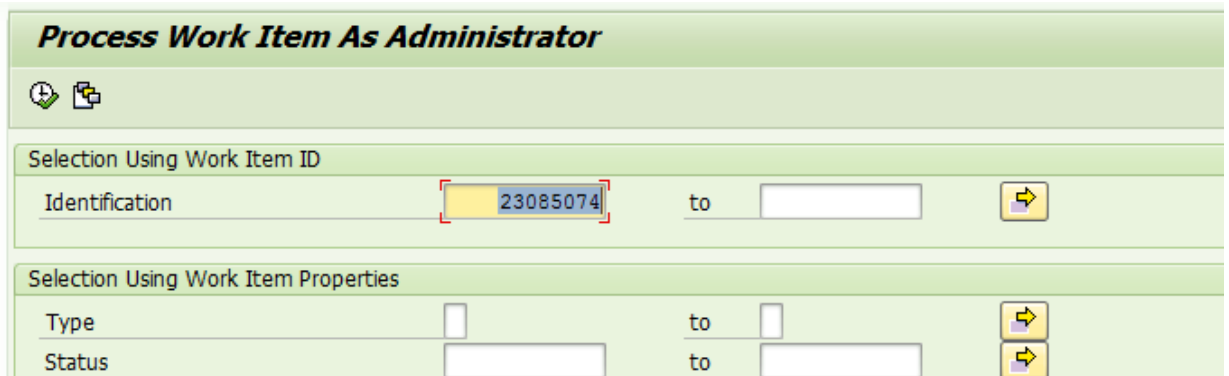
System	
Client	
User	
Program	RSWILOAD
Transaction	SWI5
Response Time	265 ms
Interpretation Time	62 ms
Round Trips/Flushes	1/0

The 'Transaction' row is highlighted with a red box.

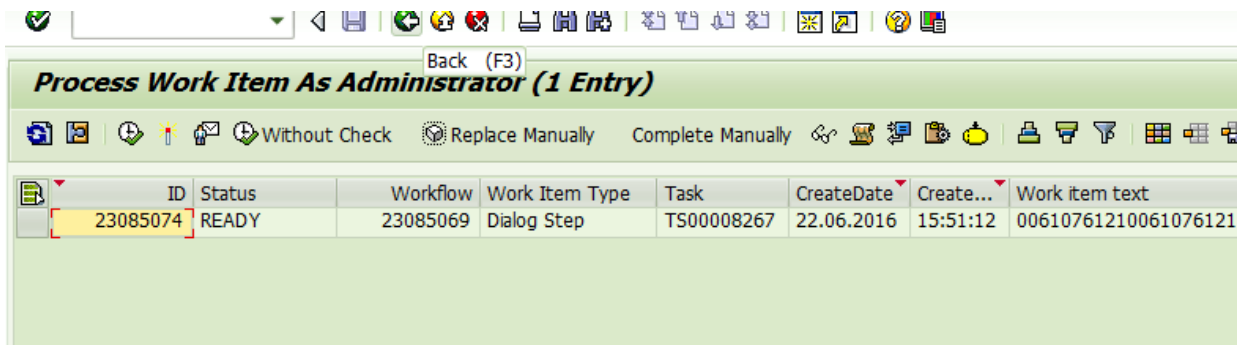
2. Copy the work item which needs to be forwarded.



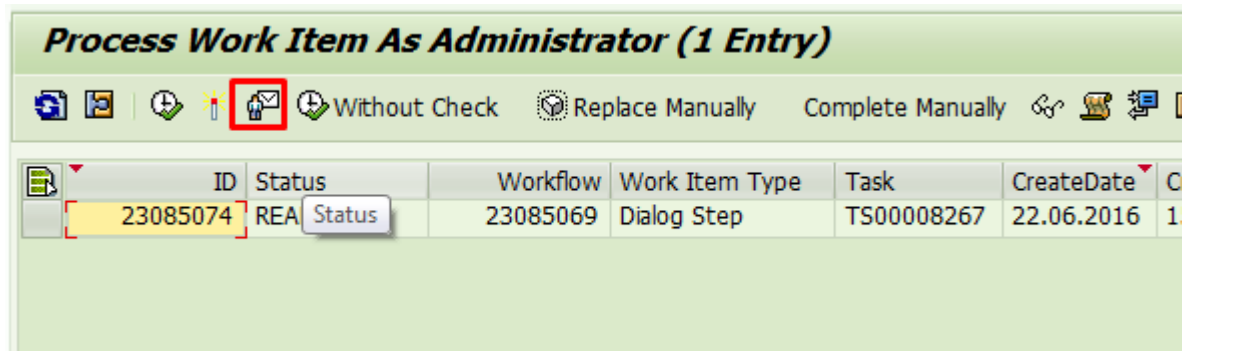
3. Goto Transaction SWIA transaction and paste the work item in identification.



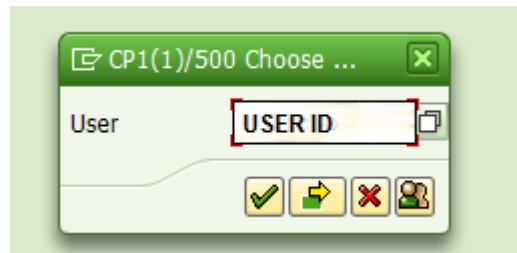
4. Execute the transaction.



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



6. 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.

