

# 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.

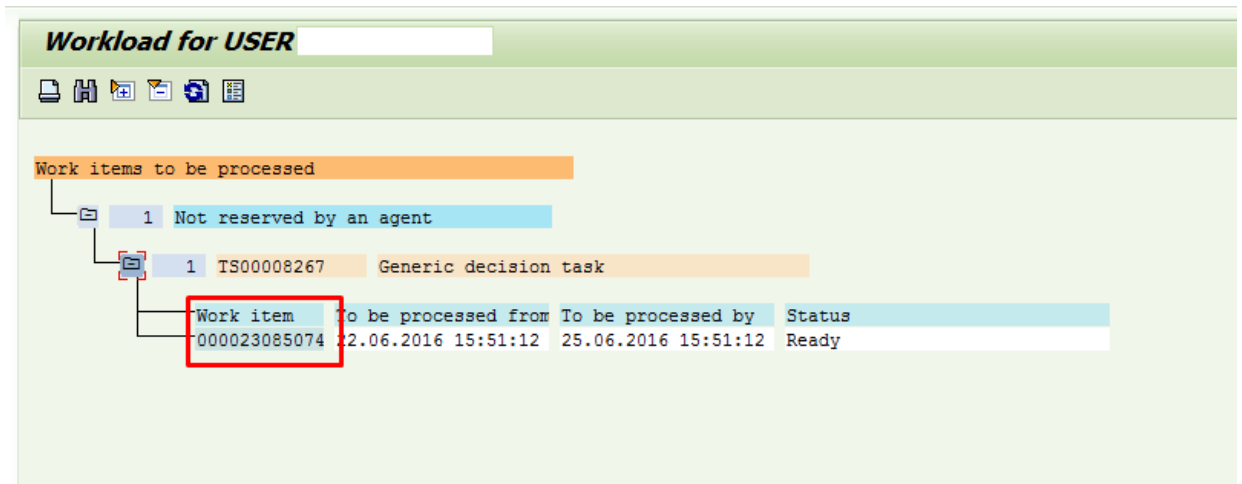
Steps to forward a work flow work item in sap:

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

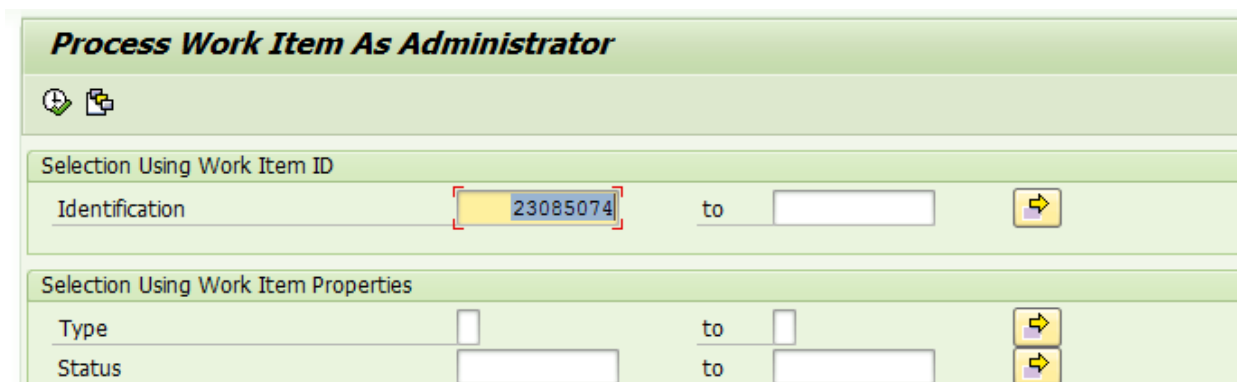
A screenshot of the SAP 'Workload Analysis' (SWI5) transaction. The interface is green and white. It has several sections: 'Select Responsibility' with 'Type' set to 'US' and 'ID' set to 'USER ID'; 'Select Type and Period of Analysis' with 'Type of Analysis' set to '2 Work Items to Be Completed'; and 'Enter Task Filter' with empty fields for 'Task', 'Task group', and 'Application Component'. In the bottom right corner, there is a system status window showing details for the SWI5 transaction, with 'Transaction SWI5' highlighted in red.

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

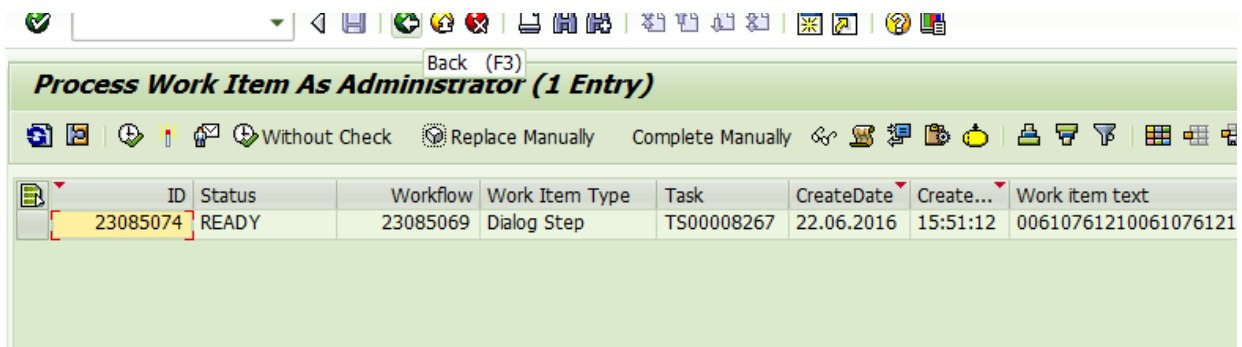
2. Copy the work item which needs to be forwarded.



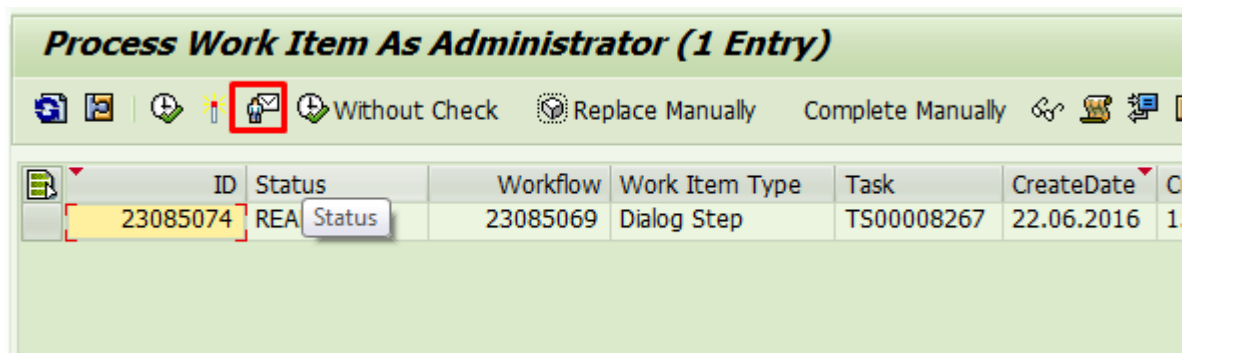
3. Goto Transaction **SWIA** transaction and paste the work item in identification.



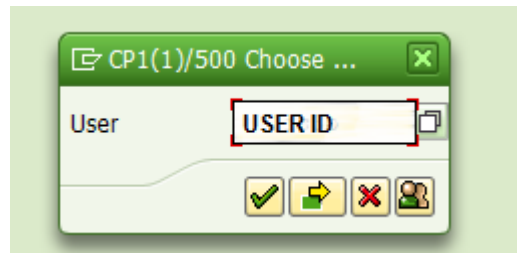
4. Execute the transaction.



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.

