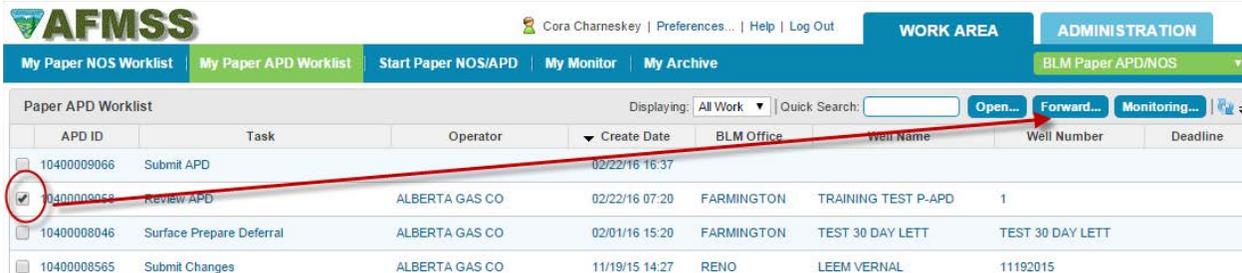


How to Forward a Task and Set “Out of Office” Forwarding

FORWARDING - In the event a user would like to forward a task to a second user – most likely between two staff members in a given field office or between staff at an operator’s location, a task can be forwarded. Once a task is forwarded to another user it will no longer be available to the user it was previously assigned to.

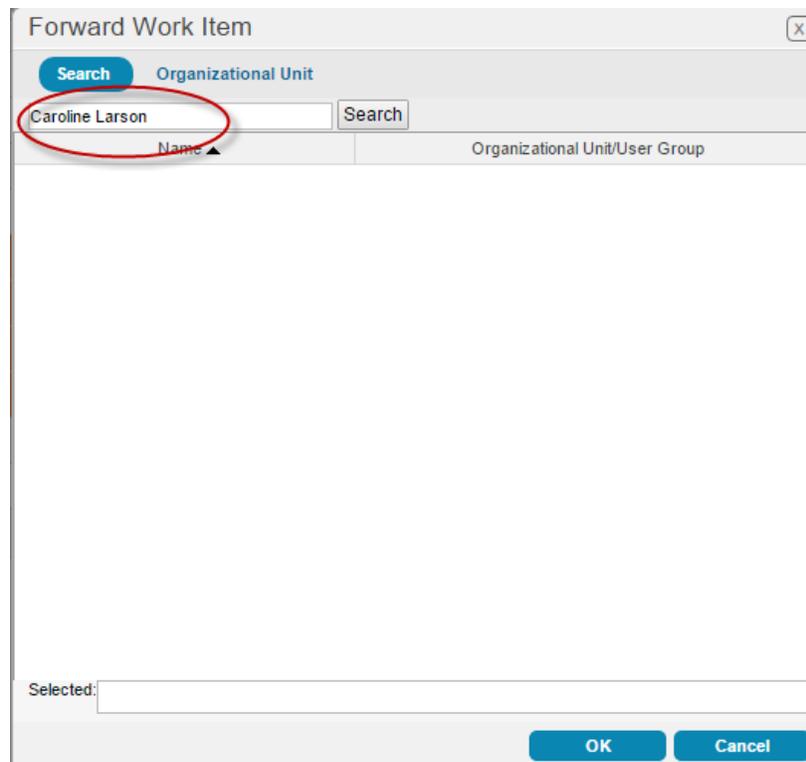
1. From the My NOS/APD Worklists select the task you wish to forward



The screenshot shows the AFMSS Paper APD Worklist interface. The user is logged in as Cora Charnesky. The interface includes a navigation bar with 'WORK AREA' and 'ADMINISTRATION' tabs. The 'Paper APD Worklist' section is active, displaying a table of tasks. The 'Forward...' button is circled in blue, and a red arrow points from it to the search box in the 'Forward Work Item' dialog box.

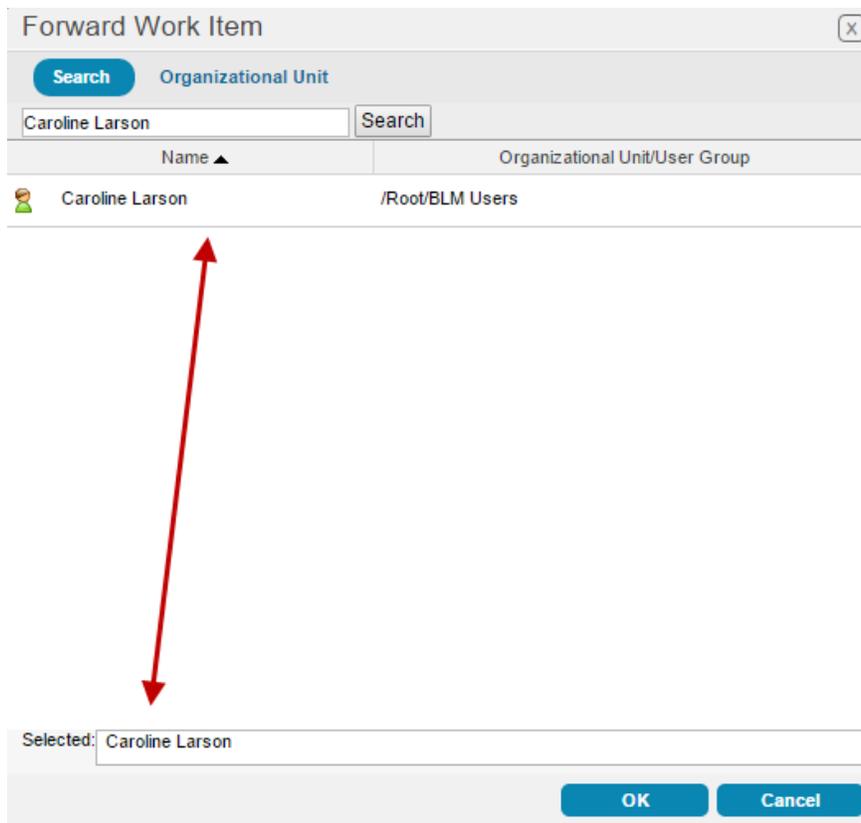
APD ID	Task	Operator	Create Date	BLM Office	Well Name	Well Number	Deadline
<input type="checkbox"/> 10400009066	Submit APD		02/22/16 16:37				
<input checked="" type="checkbox"/> 10400008053	Review APD	ALBERTA GAS CO	02/22/16 07:20	FARMINGTON	TRAINING TEST P-APD	1	
<input type="checkbox"/> 10400008046	Surface Prepare Deferral	ALBERTA GAS CO	02/01/16 15:20	FARMINGTON	TEST 30 DAY LETT	TEST 30 DAY LETT	
<input type="checkbox"/> 10400008565	Submit Changes	ALBERTA GAS CO	11/19/15 14:27	RENO	LEEM VERNAL	11192015	

2. Choose the blue Forward button on the right side of the screen.
3. In the search box type the name of the individual you wish to forward the task to, then click search button

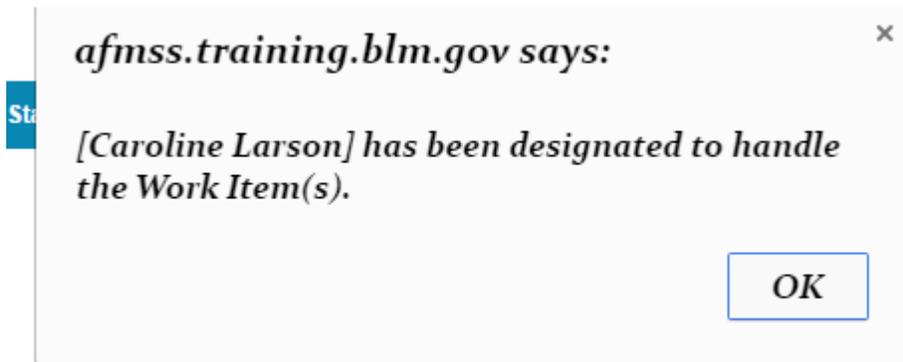


The screenshot shows the 'Forward Work Item' dialog box. The search box contains the text 'Caroline Larson' and is circled in red. The 'Search' button is also circled in red. The dialog box has a 'Selected:' text box at the bottom and 'OK' and 'Cancel' buttons.

4. Select the name from the list and it will appear in the selected text box below



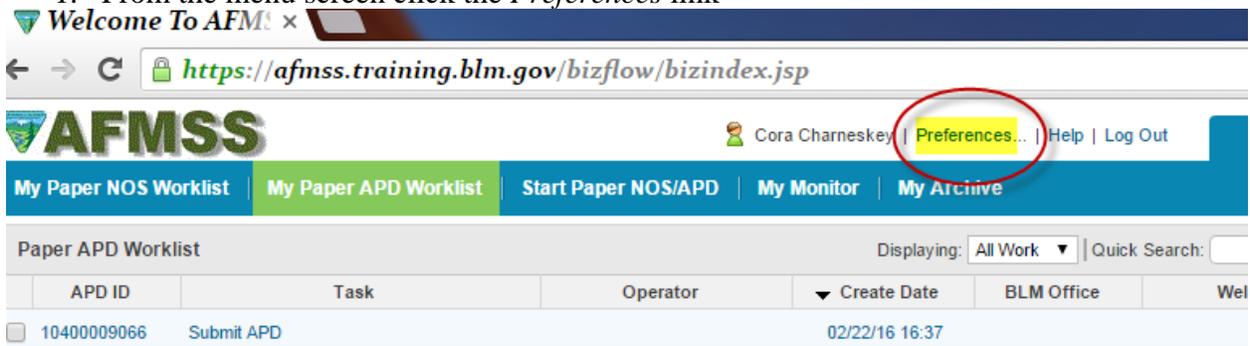
5. Click OK and then you will see the message below indicating the process has taken place.



The task is now forwarded to the selected assignee, and the task is removed from **My Tasks**.

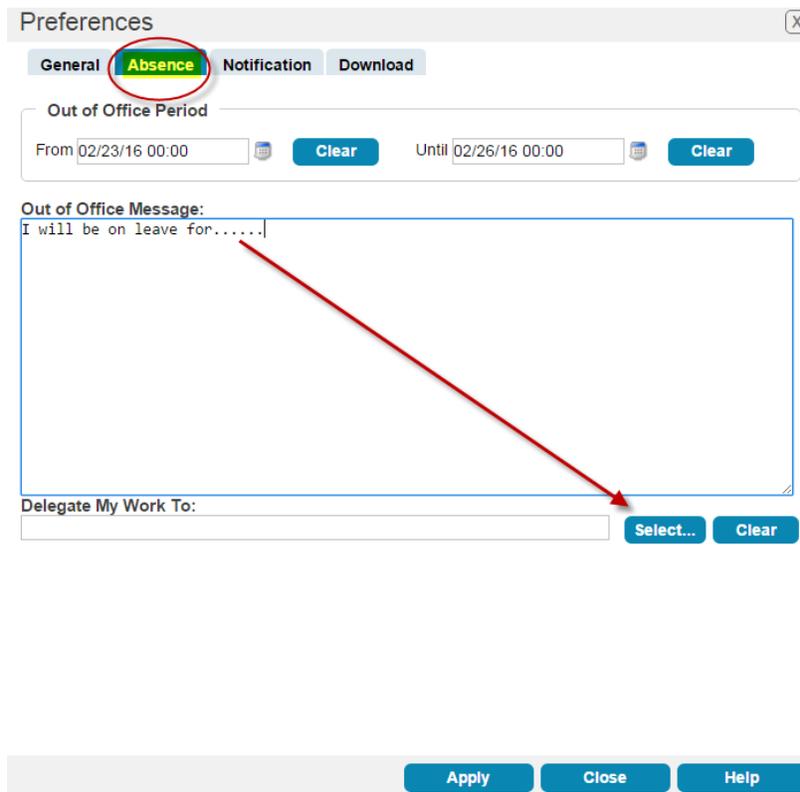
ABSENCE TAB-If you will be absent, any work items sent to you will not be completed unless you designate someone else to handle your work during your absence.

1. From the menu screen click the *Preferences* link



2. Click on the Absence Tab

3. Set your Out of Office dates, enter a message regarding your leave, and then choose Select to launch the Select Designee screen.



4. Enter the name of the person you wish to delegate your tasks to during your absence and click search.
5. The person you want to delegate your tasks to will appear in the list below. Select the user and then choose OK.

6. The person you have chosen to delegate work to now appears in the *Delegate My Work To* field as shown below. Finish by choosing *Apply* and then *Close*.

Preferences



General

Absence

Notification

Download

Out of Office Period

From



Clear

Until



Clear

Out of Office Message:

I will be on leave for.....

Delegate My Work To:

Cindy Lewis

Select...

Clear

Apply

Close

Help