

Chapter 10 – Out of Office

SearchInboxOut of Office

Out of Office

All items in the queue for the user listed in the "From" column will be re-assigned to the user listed in the "To" column between the From and To dates, inclusive. To remove the forwarding, simply delete the record from this list. Any entries that are expired (the To Date has passed) will be automatically removed.

From User

To User

Setup By

From Date

To Date

Select a user...

Select a user...

Save Cancel

The Out of Office feature will re-assign any pended or assigned invoices to the person set to receive the out of office invoices. The system will again route new invoices to you once the out office period has expired. Invoices received during the out of office period will remain with the user selected and will not assigned back to the original user.