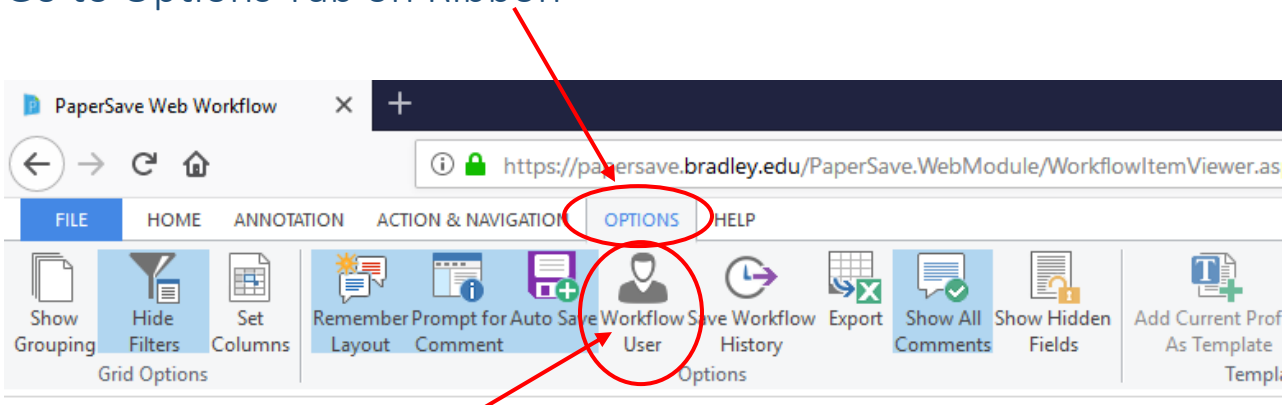
SETTING OUT OF OFFICE IN WORKFLOW

1. Open PaperSave Web Workflow

https://papersave.bradley.edu/PaperSave.WebModule/WorkflowItemViewer.aspx

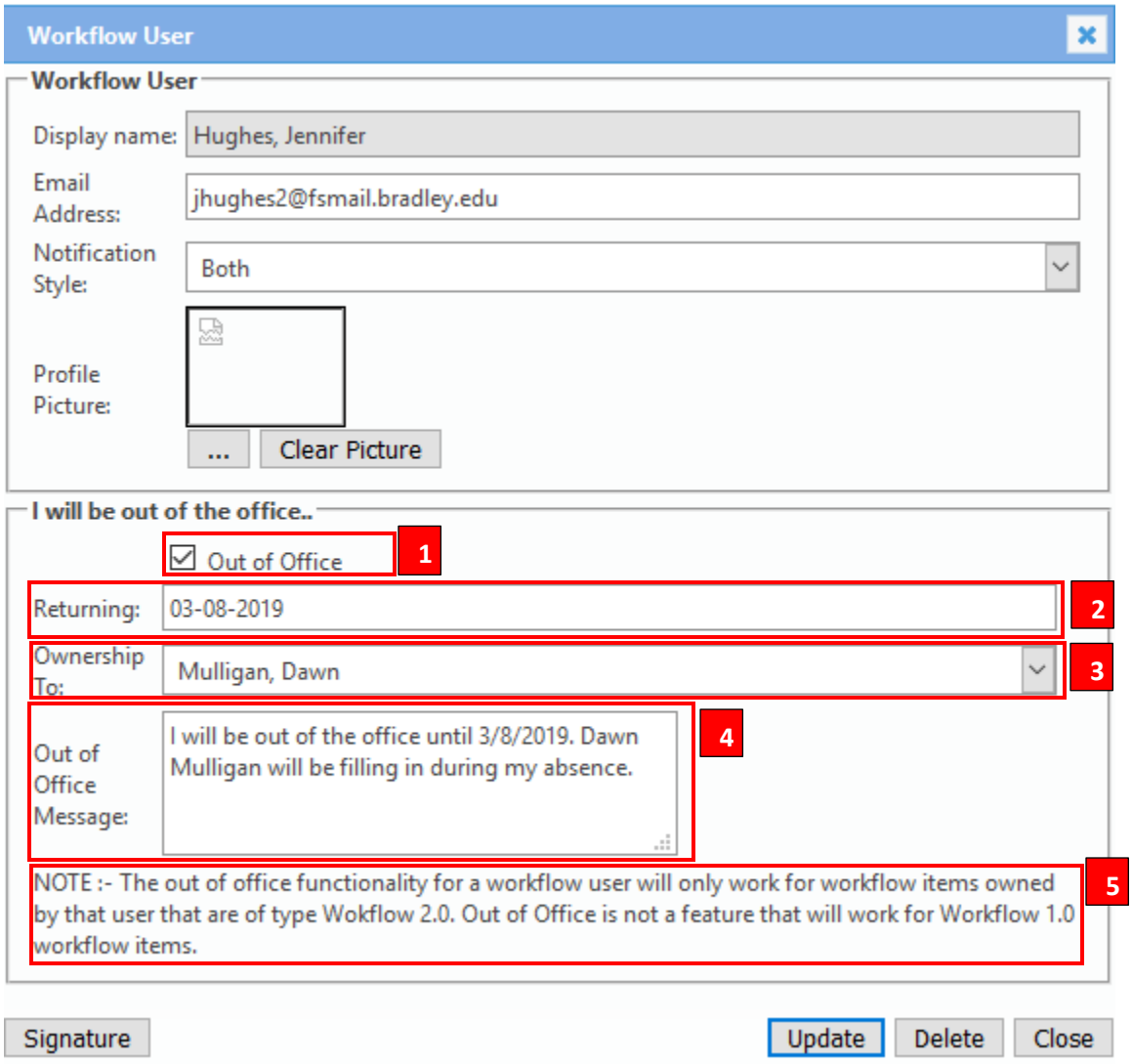
Please sign in with your BUnetID/Bradley credentials.

2. Go to Options Tab on Ribbon



Click on Workflow User

3. Fill in Out of Office information



1. **Out of Office:** To set Out of Office details, you need to select Out of Office option. As you select Out of Office option, available options for Out of Office will be enabled.
2. **Returning:** Here you need to set the returning date on which you will be back to the office.

   Note: As soon as the time period set for Out of Office gets completed, system will automatically update your status from Out of Office to Normal.
3. **Ownership To:** Here you can select the name of the PaperSave Workflow User from the list to whom you want to assign the ownership during the period you are out of office.

   Note: You will be able to view all Workflow Users in the drop-down list even if the specific user is Out of Office. But, the Workflow Users that are already Out of Office will be displayed in Red color while you expand the Ownership To: drop-down list.
4. **Out of Office Message:** Here you type your out of office message.
5. **Disregard this note:** We are using Workflow 2.0.