

How do I Route my Workflow to an Alternate User?

When on vacation, or out of the office for an extended time, configure the **Alternate User ID** (for workflow routings) and duration of this setting in 'My System Profile'.

ORACLE

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General Profile Information

ESTHER.BOURYNG

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English ▼
 Currency Code: USD 🔍
 Default Mobile Page: 🔍

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: 🔍
 From Date: 📅 (example: 12/31/2000)
 To Date: 📅 (example: 12/31/2000)

Workflow Attributes

Email User Worklist User

[Miscellaneous User Links](#)

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	▼	esther.bouryng@mdcourts.gov	+	-

IM Information

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/> 🔍	<input type="text"/>	<input type="text"/>	+	-