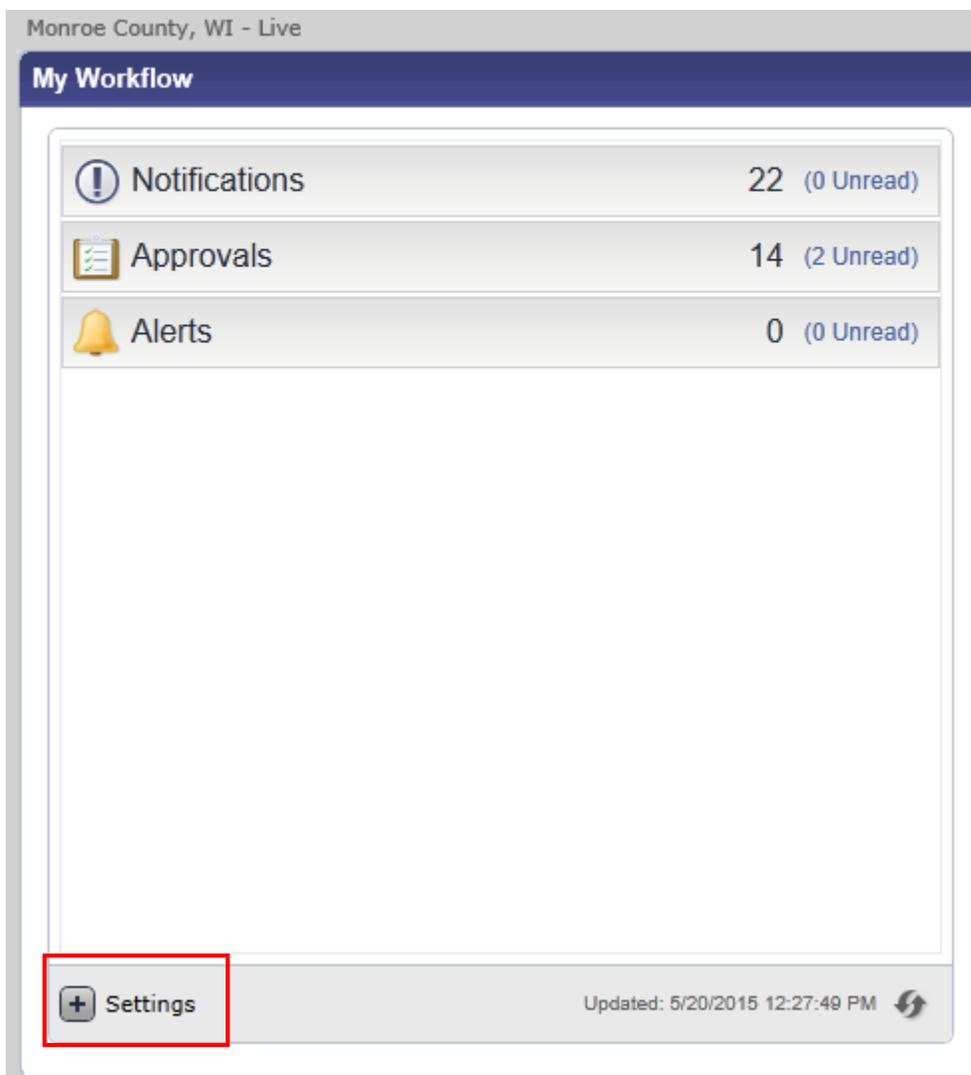


How to Forward Workflow Approvals in MUNIS

From the **My Workflow** area on your MUNIS Home screen, click on

 Settings



Monroe County, WI - Live

My Workflow

 Notifications	22 (0 Unread)
 Approvals	14 (2 Unread)
 Alerts	0 (0 Unread)

 Settings

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How to Forward Workflow Approvals in MUNIS

Your screen will then appear similar to that shown below.

Click in the **Forwarding On** box, so that a checkmark appears as shown below.

Select the individual you wish to **Forward To** from the drop down list.

Click **Save**.

Monroe County, WI - Live

My Workflow

Forwarding Refresh Rate

Forwarding On

Forward To

ALISON ELLIOTT ▼

ALISON ELLIOTT ▲ Save Cancel

ANNETTE ERICKSON

AMY HALDEMAN

ANDY KAFTAN

BILL HALFMAN

BRENDA HERRMAN

BOB MICHEEL

CATHY ABBOTT

CANDI BANTER

CINDY STRUVE

CATHY WENDLAND

CHAD ZIEGLER

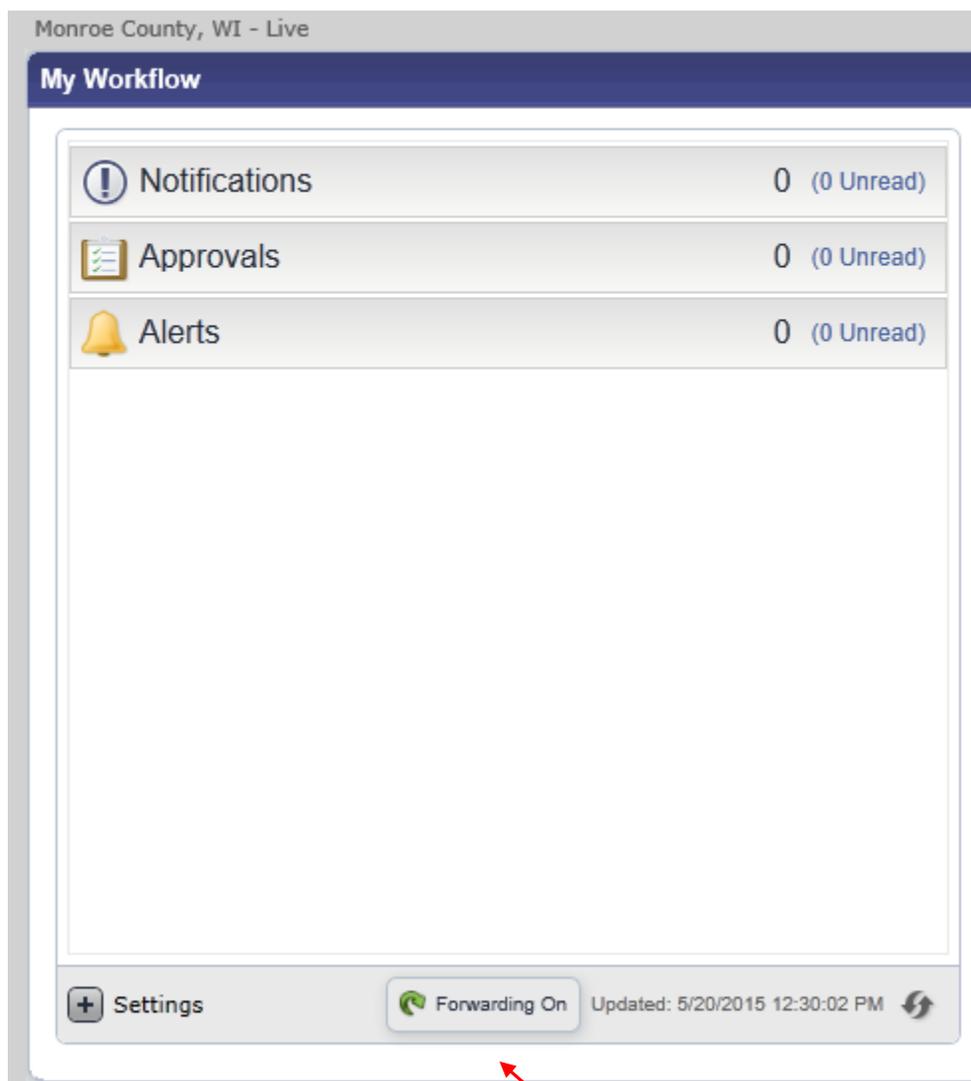
DEB BRANDT

DEB CARNEY ▼

Settings Updated: 5/20/2015 12:27:49 PM ↻

How to Forward Workflow Approvals in MUNIS

Your **My Workflow** screen will then appears similar to that shown below.



The screen will indicate that **Forwarding On** is activated here.

To turn off **Forwarding**, click on the **Forwarding On** button.



How to Forward Workflow Approvals in MUNIS

Your screen will then appear as shown below.

Click in the **Forwarding On** checkbox to remove the green checkmark and discontinue forwarding.

