Process: Perform this procedure when an item received in the "INBOX" needs to be sent to someone else for review or authorization. Once this item has been sent via "FORWARD" it will no longer be available to the person who sent the item. If item is to be returned, the person who received the document must also "FORWARD" back through the same process.

Role: Any user with Workflow access	**Frequency:** Any time

BEGINNING STEPS

INBOX Highlight item Select "FORWARD"	
Universal Worklist will display Choose "SELECT"	
TYPE Name of Person **Note: single name will bring in any user with that specific first, middle or last name**	

Confirm desired selection is the correct person by clicking on the name to display General Data	**Search For People** Search For Names: Nicholas [Search] **Current Selection** Nicholas, Laura M Jumblatt, Nicholas L Nicholas, Leah Nihoris, Nicholas Paz, Nicholas B Morris, Nicholas H Horvath, Nicholas D Wright, Nicholas A Smith, Nicholas S Clayton, Nicholas E Row 1 of 832 [Apply] [Cancel] Nicholas, Leah Send E-mail... Create Appointment... Show Availability Send Instant Message... **General Data** **Name** Last Name: Nicholas First Name: Leah User ID: ldnich2 **Communication** Telephone: 859 323-8689 Mobile Phone Number: 1295789239213571376 Fax: 859 323-6165 E-Mail Address: Leah.Nicholas@uky.edu
Next, click the box icon [box icon] to left of desired name Choose "Apply"	**Search For People** Search For Names: Nicholas [Search] **Current Selection** Nicholas, Laura M Jumblatt, Nicholas L Nicholas, Leah Nihoris, Nicholas Paz, Nicholas B Morris, Nicholas H Horvath, Nicholas D Wright, Nicholas A Smith, Nicholas S Clayton, Nicholas E Row 1 of 832 [Apply] [Cancel]
Name populates in field Choose "SUBMIT"	**Universal Worklist: Forward Items Approve Shopping Cart 9000001122 with Value 5,000.00 USD** You can forward the item to one or more users. Select the new assignee(s) from the list of possible recipients. Then choose "Submit." Nicholas, Leah [Select...] [Submit]
Item will no longer be in your inbox	ℹ Item was forwarded successfully

INBOX Review Item is no longer available for review by you and is displaying in the inbox of the user for whom it was submitted.	
INBOX OF Recipient Document displays	