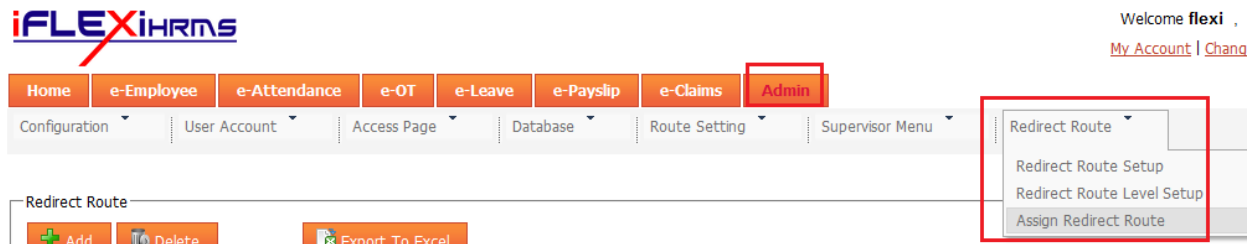
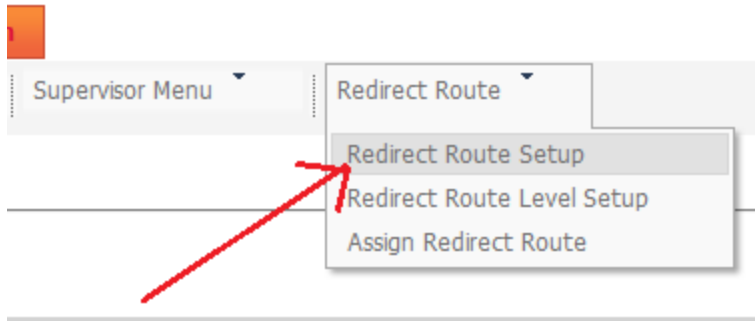


If customer using Redirect Route, please open the links for customer, the top menu as below:



You need to open all the redirect route links as above for customer's system.

Step 1: Click "Redirect Route Setup" to create "Route ID".

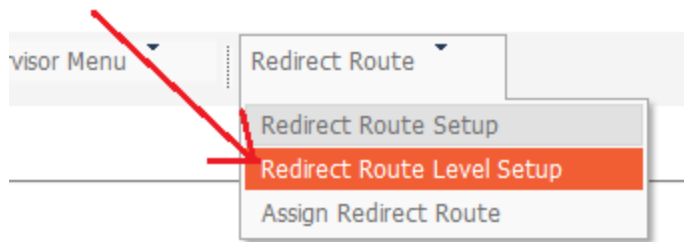


You will redirect to below page:

#	Route ID	Description	QueryControl	Is OT	Is OTPLAN
Edit <input type="checkbox"/>	STL	STL		<input type="checkbox"/>	<input type="checkbox"/>
Edit <input type="checkbox"/>	YTTAN	YTTAN		<input type="checkbox"/>	<input type="checkbox"/>

Click on "Add" button to create NEW Route ID.

Step 2: Click on "Redirect Route Level Setup" to assign approver according to how many levels of your Route.



You will redirect to below page:

Route Level Setup

RouteID:

Group ID Setup

Is OT Is OT Plan Is Leave Is Attendance Is Empl

Is Direct Approve

YTTAN

Page 1 of 1 (1 items)

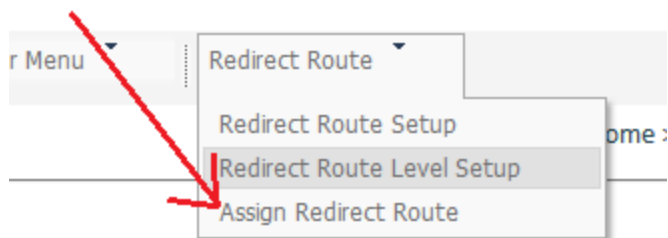
#	FLevel	Email	Remind	Remind Time	Bypass	Email Bypass	Bypass T
Edit <input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4800	<input type="checkbox"/>	<input type="checkbox"/>	0000

Page 1 of 1 (1 items)

After add in how many levels of approver for this Route, please proceed to Step 3.

Step 3: Assign Route to Redirect Route

Click on “Assign Redirect Route” at the top menu.



You will redirect to below page:

Redirect Route

[Add](#) [Delete](#) [Export To Excel](#)

Page 1 of 1 (2 items) [1](#)

Drag a column header here to group by that column

#	ID	Original Roi	Seq No.	Condition	Route To	Is OT	Is OT Plan	Is Leave	Is Attendan	Is Payslip	Is Claims
Edit	23	APV2	1	TotalLeaveAp >= 3	YTTAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	24	APV2	2	LeaveCode='AL'	YTTAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on “Add” button to add a new rules, which will redirect original Route to a new Route according to certain condition.

Redirect Route - EDIT

ID: 24

Route ID:

Sequence No.:

Condition: [Available Variables](#)

Redirect to Route:

[Update](#) [Close](#)

Above Condition, mean if employee apply Leave Code “AL” (Annual Leave), the approver route will change from “APV2” to “YTTAN”.

Redirect Route - EDIT

ID: 23

Route ID:

Sequence No.:

Condition: [Available Variables](#)

Redirect to Route:

[Update](#) [Close](#)

Above Condition, mean if employee apply leave 3 or more than 3 days, the approver route will change from “APV2” to “YTTAN”.