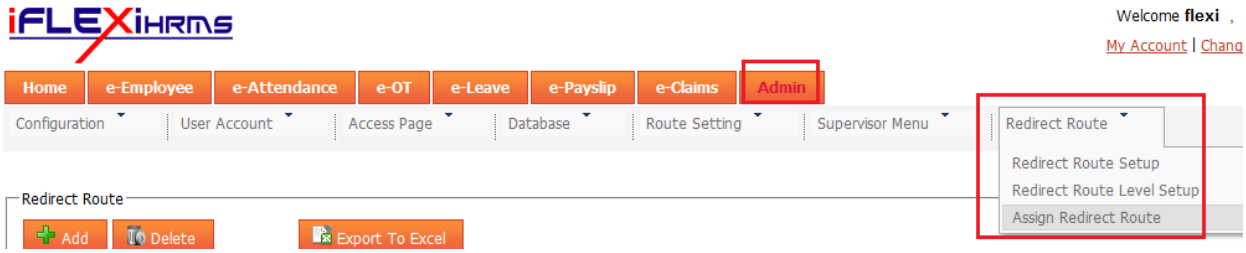
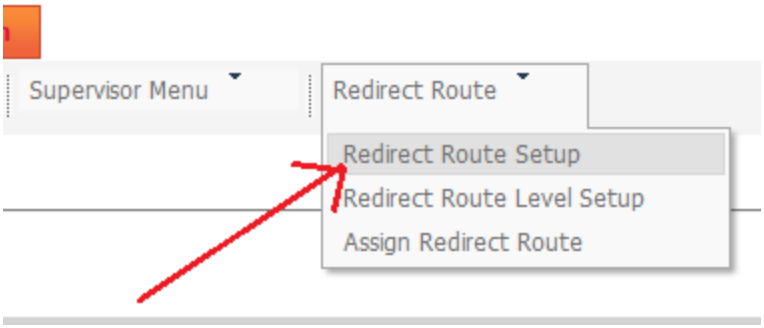
If customer using Redirect Route, please open the links for customer, the top menu as below:

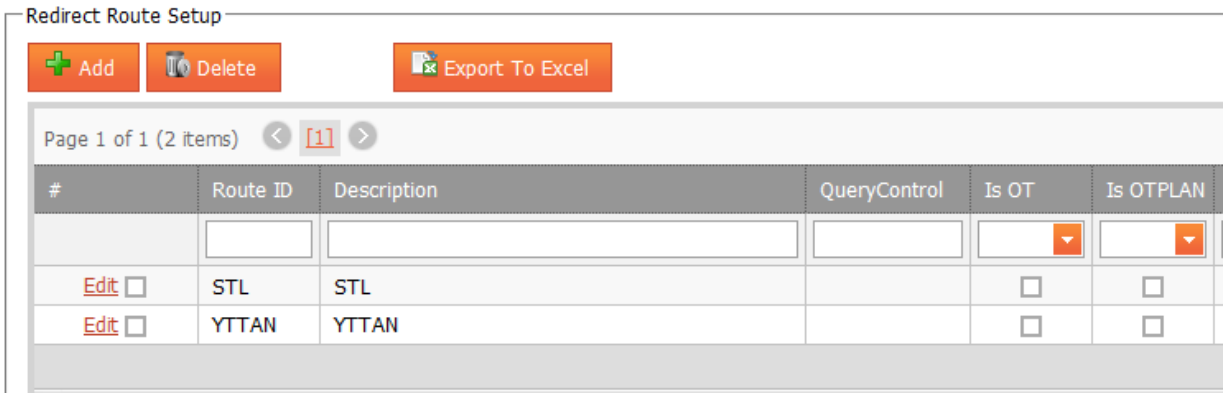


You need to open all the redirect route links as above for customer's system.

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

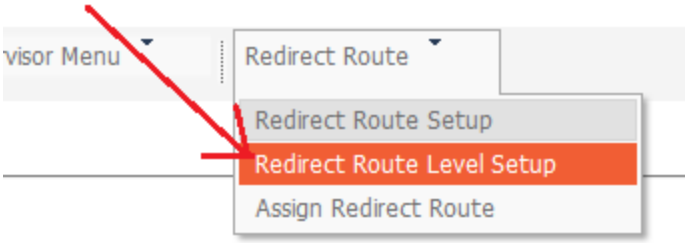


You will redirect to below page:

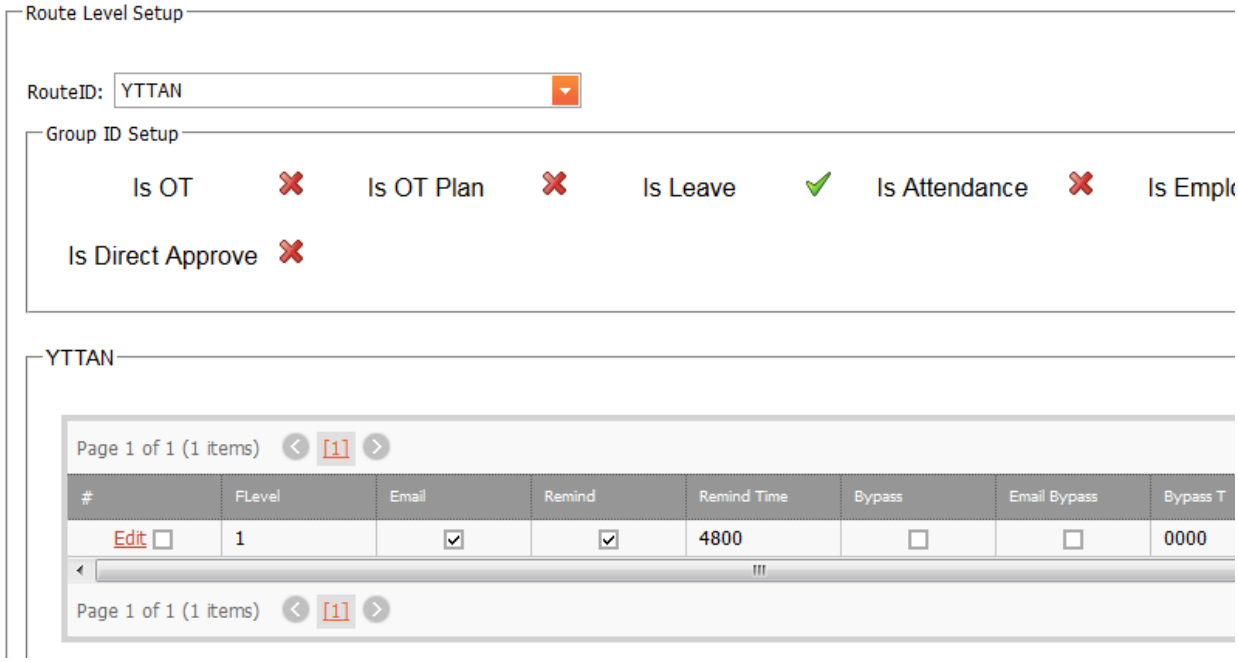


Click on "Add" button to create NEW Route ID.

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



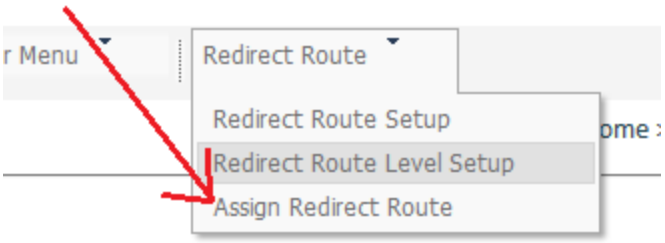
You will redirect to below page:



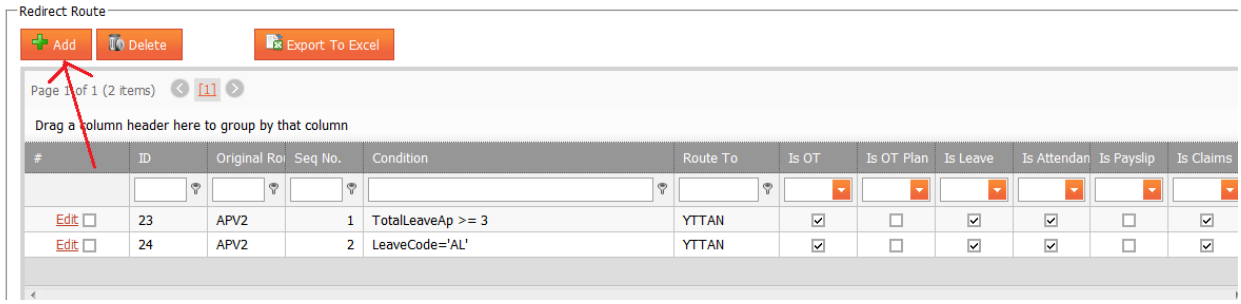
After add in how many levels of approver for this Route, please proceed to Step 3.

Step 3: Assign Route to Redirect Route

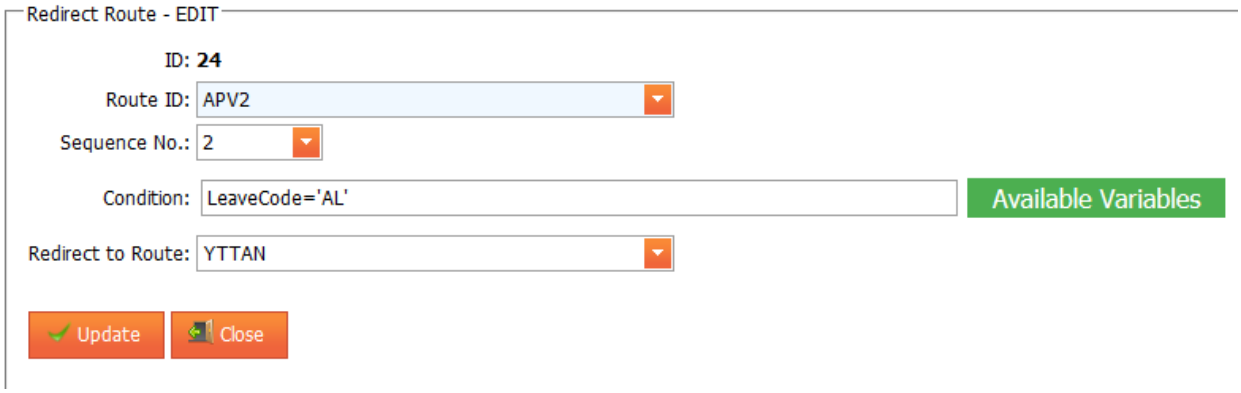
Click on “Assign Redirect Route” at the top menu.



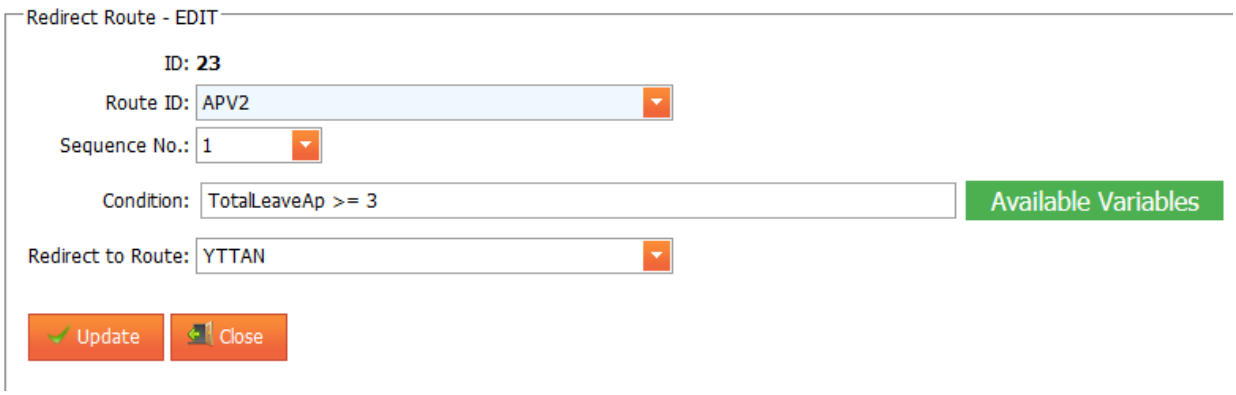
You will redirect to below page:



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



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



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