

Arrange representation

In order to correctly and completely transfer tasks from one user to another, several steps must be followed.

Step 1 - Create absence

A user must create his/her absence correctly in his/her user profile. See [Absence](#).

Step 2 - Create representation rule

An [absence rule](#) must be created for the processes for which the tasks are to be completed by another user.

Step 3 - Create timer

The timer in the Admin Client [HandleActualAbsence](#) must be created in order to pass the tasks. See [Create timer](#). It ensures that all tasks will be passed according to the previously established rules.

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