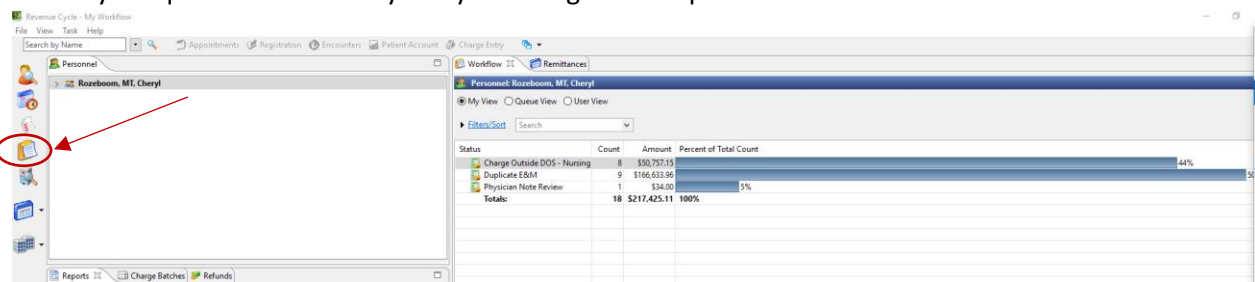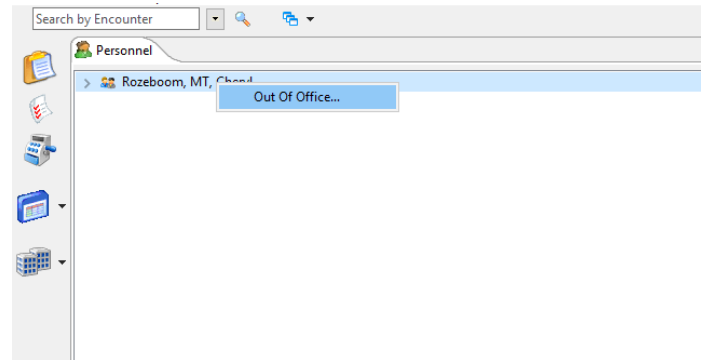# Out of Office functionality

The ability to reassign work queues exists in Revenue cycle. This allows the owners responsible for resolving discern notifications and work items to reassign items when they will be out of the office.
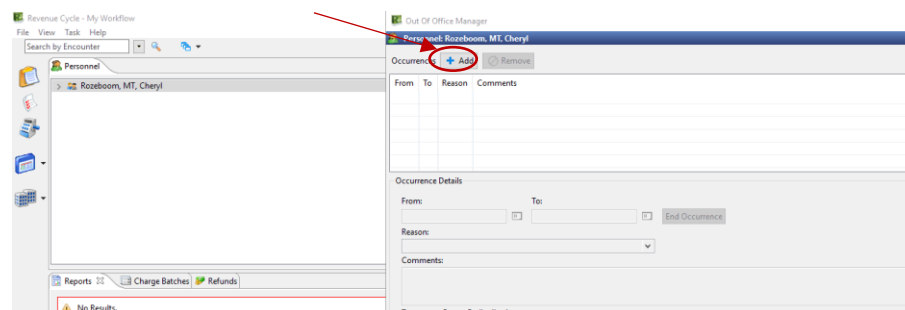
Locate your queue in revenue cycle by selecting the notepad.

Right click on your name and "out of office" will appear.

Select out of office and + add

Fill in the desired dates, the reason from the dropdown and an individual in each line that you wish to reassign.

Uncheck any queues that you do not wish to reassign and fill in an Assignee for all others and save.

The notifications will populate back into your queue the day after the end date selected.