# Search Direction

## General

The **search direction** determines the direction in which defined role holders are searched for (e.g. in a workflow):

- **upward**
  Useful when searching for the role Supervisor (the search for supervisors runs through the superordinate departments or groups)
- **downward**
  Useful for sick leave notifications (e.g. sick leave notification of colleagues within your own department and the departments below it)
- **none**
  The search for role holders takes place only within the own group or department

The search for role holders runs in 2 phases:

- Phase 1 - Determine all possible role holders
- Phase 2 - Filter out the actual role holders, taking into account their substitute arrangements (however, only for roles of the type hierarchical organization)

## Search Direction None

If the search direction is set to "**none**", a role holder is searched for only within the group or department. The search does not continue outside the group/department. If there is no suitable role holder in the group/department, the process is stopped.

## Search Direction Upward

If the search direction is set to "**upward**", the following result is to be expected:

Starting from the group in which the requester is located, the organizational chart is searched upward for role holders of the role. As soon as a role holder is found, this person is used as the role holder for the requester's process (in this example it is the role "Supervisor").

If there is no role holder in the superordinate group, the search continues until a role holder is found.
In this example, the role "Supervisor" is searched for:

## Inheritance Direction Downward

Starting from the group in which the requester is located, the organizational chart is searched downward for role holders of the role in question:

For the sick leave notification, the organizational chart is searched for the role "Colleague"; all persons who hold the role "Colleague" are displayed.