

WEBREQ15: Self Substitute Set up

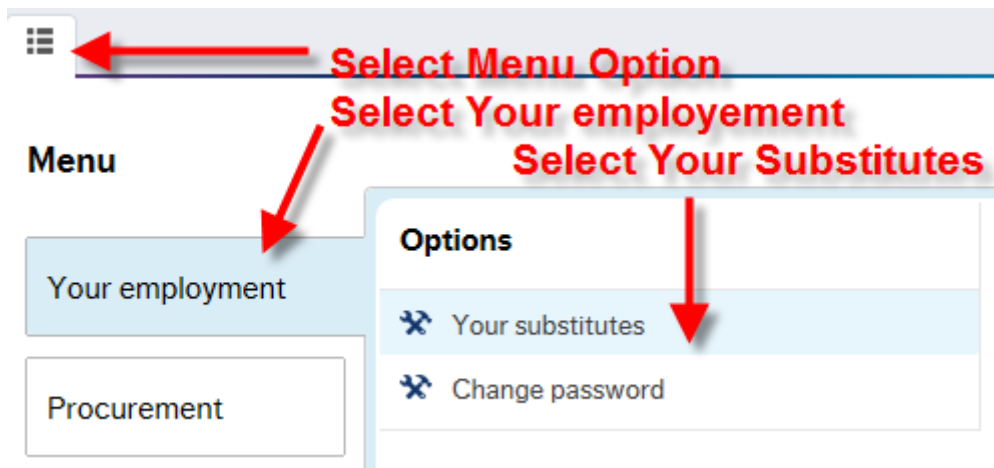
The purpose of this section is to introduce the user how to set up the dates they will be unavailable to approve tasks and allow their substitute to approve on their behalf.

IMPORTANT NOTES

- **If a substitutes name is missing, or a new substitute is required you will need to contact the Agresso Helpdesk - <https://www.gla.ac.uk/helpdesk>**
- **Please note that a substitute must already be in place to allow the user to activate the dates they will be unavailable.**
- **Some users will have more than one substitute. When activated it will activate all substitutes**

WEBREQ15.1: Self Substitute Set up

1. From the Menu:



Select Menu Option
Select Your employment
Select Your Substitutes

Menu

Your employment

Procurement

Options

Your substitutes

Change password

Substitute date range

WF user
FJAMIESON
Fiona Jamieson

Absence date from
16/01/2015

Absence date to
16/01/2015

* Absence status
I am currently out of the office

Substitutes

Show only valid substitutes

<input type="checkbox"/>	Type	Element type	Substitute	Valid from	Valid until
<input type="checkbox"/>	Element type	Requisition	Kathy Watson	02/05/2007	
<input type="checkbox"/>	Element type	Sales order	Kathy Watson	05/06/2015	
<input type="checkbox"/>	Element type	Incoming invoice	Kathy Watson	05/06/2015	

Add Delete

2. Select the Absence status to read

* Absence status

I am currently out of the office

I am currently out of the office

I am currently in the office

* Absence status

I am currently in the office


Changing this back to will deactivate your substitutes or it will do so automatically when your Absence date finishes.

3. Enter the Dates ranges that a substitute is required for

Absence date from

Absence date to

* Absence status



4. View the names of the substitutes set up and the task for which they will be a substitute for and the date range they have been set up to be your substitute. **If you need to expand this date range you will need to contact the Agresso Helpdesk** <https://www.gla.ac.uk/helpdesk>

Element Types:

Requisition: Requisition tasks

Sales Order : Sales orders/Credit tasks

Incoming Invoices: Invoices/Sundry Invoices/Good receipt tasks

Date ranges will show when the substitute dates they can be used. If the field Valid Until is blank the substitute has no end date.

Substitutes					
Show only valid substitutes <input type="checkbox"/>					
<input type="checkbox"/>	Type	Element type	Substitute	Valid from	Valid until
<input type="checkbox"/>	Element type	Requisition	Kathy Watson	02/05/2007	
<input type="checkbox"/>	Element type	Sales order	Kathy Watson	05/06/2015	
<input type="checkbox"/>	Element type	Incoming invoice	Kathy Watson	05/06/2015	
<input type="button" value="Add"/> <input type="button" value="Delete"/>					

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5. To Delete a substitute the relevant row/s and select

6. and see confirmation.