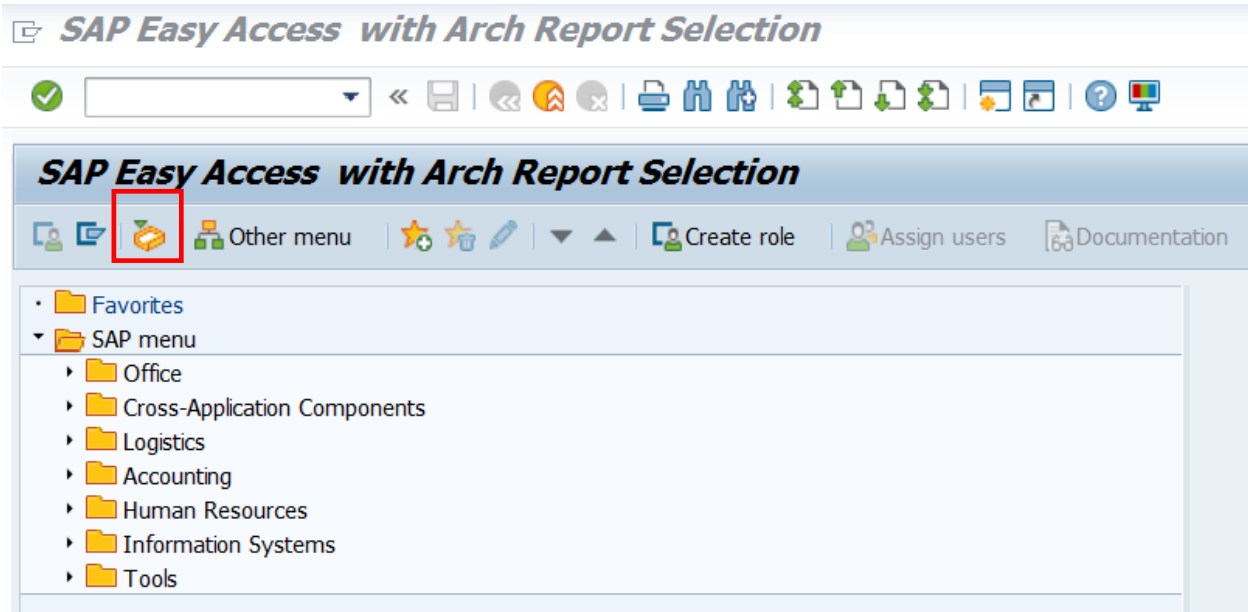
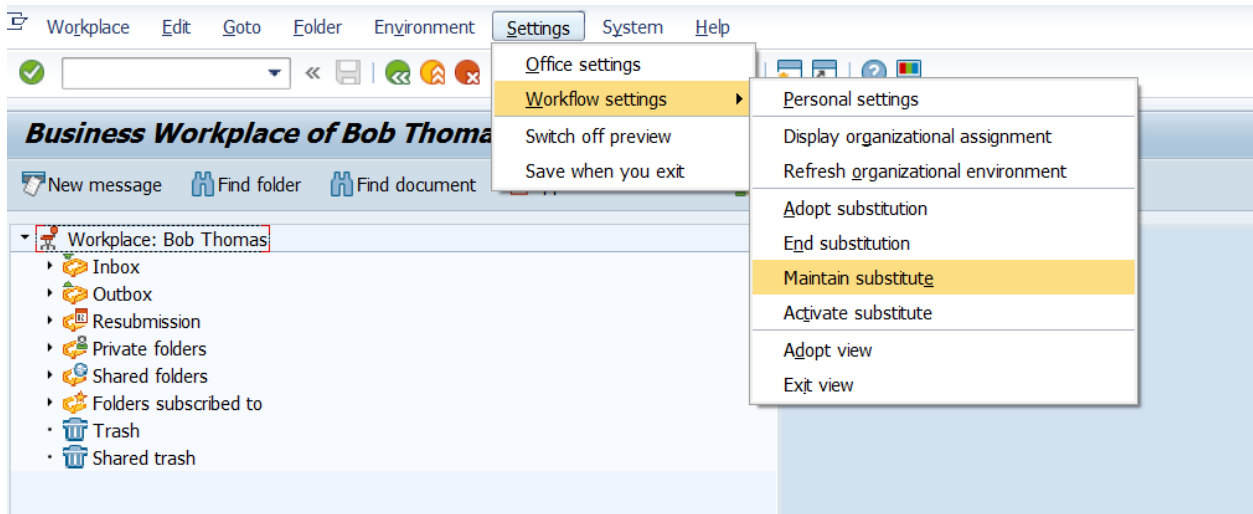


## Assign substitution for my SAP workflow



Click on the Inbox





**Business Workplace of Bob Thomas**

New message Find folder Find document Appointment calendar Distribution lists






Personal Substitutes


Name	Substitution Profile	Status of Substit...	Assigned as of	Assigned until
Bob Thomas				

Substitutes for positions

Select your name and click on the assign substitute button












## Business Workplace of Bob Thomas

 New message  Find folder  Find document  Appointment calendar  Distribution lists

 Restrict Value Range 

S: Search Term **Users by address data**






Assigned until


User	<input type="text"/>	
Last name	<input type="text" value="Redmon"/>	
First name	<input type="text"/>	
Department	<input type="text"/>	
Building code	<input type="text"/>	
Room Number	<input type="text"/>	
Extension	<input type="text"/>	
Cost center	<input type="text"/>	
Internal mail	<input type="text"/>	
Company name	<input type="text"/>	
City	<input type="text"/>	



You can search by name

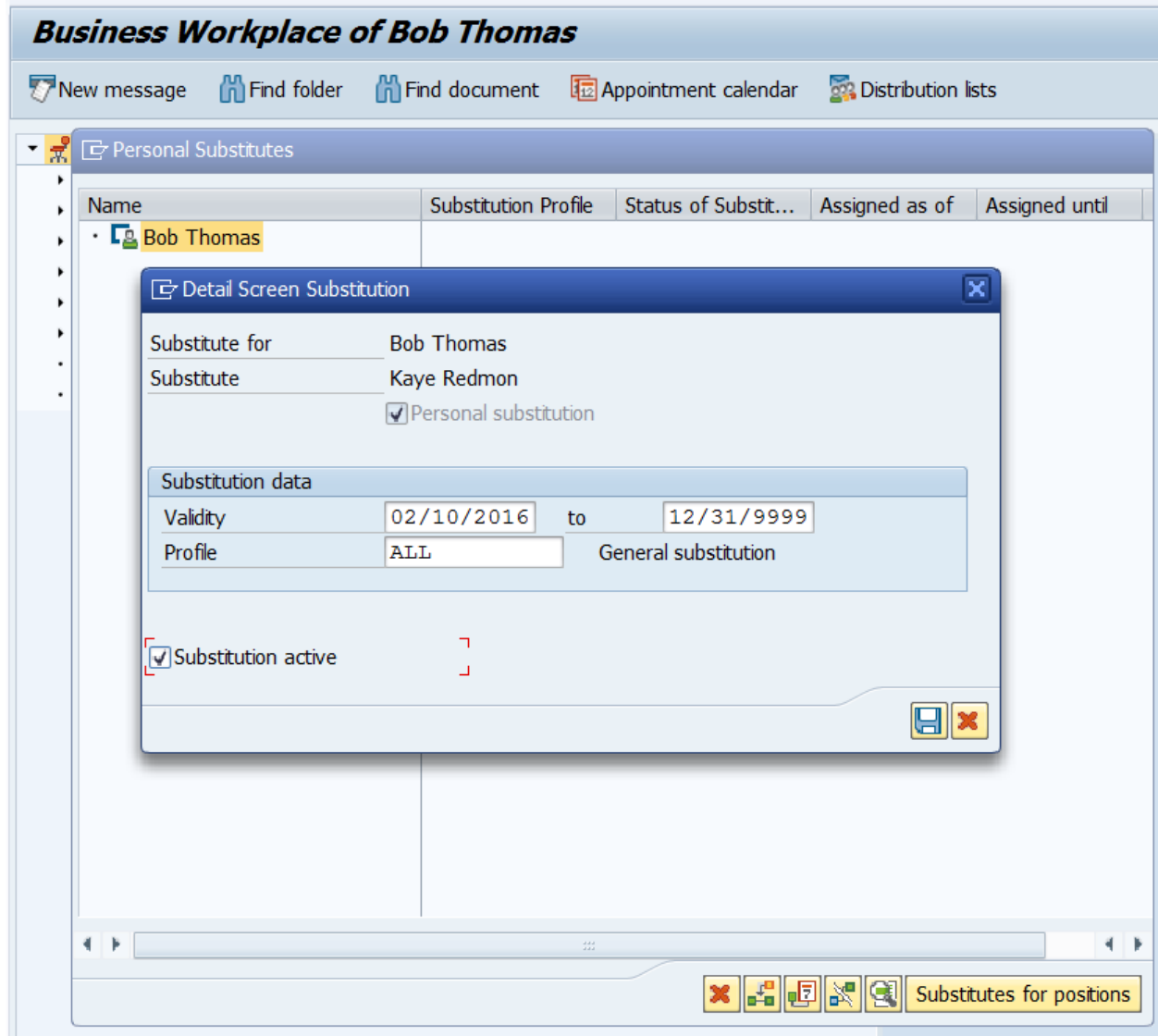
## Business Workplace of Bob Thomas

 New message  Find folder  Find document  Appointment calendar  Distribution lists

 User 2 Entries

User Name	Last name	First name	Departm
JREDMON	REDMON	CHARLES JOE	DOE RUN
KREDMON	REDMON	KAYE	DOE RUN

Double click on the name.








Enter the dates for the substitution period



Choose profile – ALL






Check the substitution active box

## Business Workplace of Bob Thomas

 New message  Find folder  Find document  Appointment calendar  Distribution lists

### Personal Substitutes

Name	Substitution Profile	Status of Substit...	Assigned as of	Assigned until
▼  Bob Thomas				
•  Kaye Redmon	All	Activated	02/10/2016	Unlimited

     Substitutes for positions

Kaye is now my substitute. To undo this I click here