Substitute(s)/ Absence Assistants

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1. Substitute(s)/ Absence Assistants

You can select one or more of your colleagues, who also use(s) IndFak2, and make him/her/them your substitute(s) in the system e.g. when you are away on holiday. Remember to inform your colleague(s) that you have made him/her/them your substitute(s) in the system.

Click ⬇️ in the top right-hand corner.

Click ‘Edit My Profile’.
Test Bruger

Edit the desired information below

First name
Test

Middle name

Last name
Bruger

Phone

Email
dorte.kondrup@au.dk

SAVE

CHANGE PASSWORD

DEFINE ABSENCE ASSISTANTS

Click “DEFINE ABSENCE ASSISTANTS”
1.1 Select a substitute

In the search box, your colleague's name - or part of the name - is written. Once you've found your colleague - click on the name and a new field will appear.
Click on "ACCEPT" and in your profile you can now see who you have chosen as active absentee assistant.
1.2 More than one substitute

You can select more substitute by looking up your colleagues and adding them one by one. Once you have selected those you need, click on "ACCEPT"
1.3 Remove substitute

If you want to remove a name from the list of people who can substitute for you, click the ‘X’.

Click on "ACCEPT"
2. Close ”Profile” (close module)

Do you want to close "Profile", then click the 3 lines in the top right corner

Click “Close Application Module”

**WARNING**

You are about to close the current application module
Are you sure?

CANCEL  OK

Click "OK" to close the "Profile" module”