1. **Substitute(s)/’Impersonate user’**

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 ‘My profile’.
My profile

(Rckvirentdok_U@au.dk)

First name
Rasmus Peter

Last name
Rasmussen U.

Contact info

Phone

Email
dok@adm.au.dk

Default values on requisitions

Impersonate user

Impersonate user
Choose impersonate user

Change password
1.1 Select a substitute under ‘Impersonate user’

Click ‘Impersonate user’.

Write your colleague’s name or part of the name, click the search icon, select the relevant name and click ‘Ok’.

If you want to remove a name from the list of people who can substitute for you in IndFak2, click the ‘X’ next to the name in the field ‘Impersonate user’.

Click ‘x’ on the tab ‘My profile’ to close ‘My profile’.
1.2 More than one substitute

Write the name of your primary substitute, click the search icon and check the box next to the name - write the name of your second substitute, click the search icon, check the box next to the name etc. When you have selected all the people who should be able to substitute for you in IndFak2, click ‘Ok’.

If you want to remove a name from the list of people who can substitute for you in IndFak2, click the ‘X’ next to the name in the field ‘Impersonate user’.

Click ‘x’ on the tab ‘My profile’ to close ‘My profile’.