

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.



Sign in as another user



Change user



Change organisation



Edit My Profile



Log off

Click **'Edit My Profile'**.

My profile

STANDARD INFORMATION EMAIL NOTIFICATIONS

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










 ✕



CHOOSE RECEIVERS

[Search receivers](#)

 mette| ✕

Receiver results

-  **ÅÅ Mette Reimers (Modst)**
28026 AU - FA
-  **Anna Mette Morthorst**
28026 AU - FA
-  **Anne Mette E. Navntoft**
28026 AU - FA
-  **Mette Bigum**
28026 AU - FA
-  **Mette Birkmose**
28026 AU - FA
-  **Mette Brandenburg**
28026 AU - FA
-  **Mette Fuhlendorff**
28026 AU - FA
-  **Mette Vigen**
28026 AU - FA 

ACCEPT

CHOOSE RECEIVERS

Filter chosen receiver

Shared with

- Mette Vigen
28026 AU - FA

Receiver results

- ÅÅ Mette Reimers (Modst)
28026 AU - FA
- Anna Mette Morthorst
28026 AU - FA
- Anne Mette E. Navntoft
28026 AU - FA
- Mette Bigum
28026 AU - FA
- Mette Birkmose
28026 AU - FA
- Mette Brandenburg
28026 AU - FA
- Mette Fuhlendorff
28026 AU - FA
- Mette Vigen
28026 AU - FA

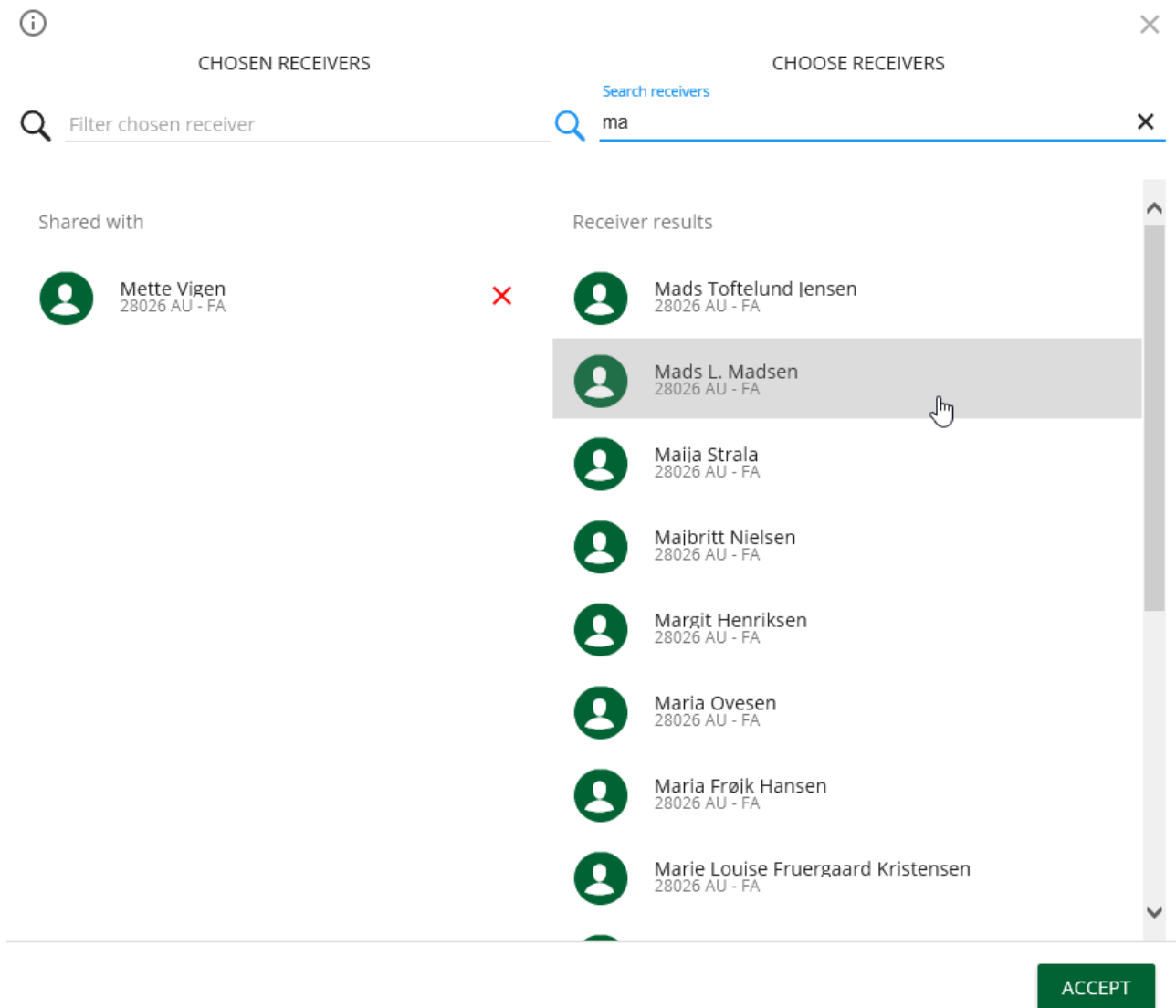
ACCEPT

Click on "**ACCEPT**" and in your profile you can now see who you have chosen as active absentee assistant

- SAVE
- CHANGE PASSWORD
- DEFINE ABSENCE ASSISTANTS

You currently have the following active absence assistants:
Mette Vigen

1.2 More than one substitute



The screenshot displays a user interface for selecting substitutes. It is divided into two main sections: 'CHOSEN RECEIVERS' and 'CHOOSE RECEIVERS'.

- CHOSEN RECEIVERS:** Contains one entry: Mette Vigen (28026 AU - FA).
- CHOOSE RECEIVERS:** Features a search bar with the text 'ma' and a search icon. Below the search bar is a list of 'Receiver results':
 - Mads Toftelund Jensen (28026 AU - FA)
 - Mads L. Madsen (28026 AU - FA)** (highlighted)
 - Majja Strala (28026 AU - FA)
 - Majbritt Nielsen (28026 AU - FA)
 - Margit Henriksen (28026 AU - FA)
 - Maria Ovesen (28026 AU - FA)
 - Maria Frøjk Hansen (28026 AU - FA)
 - Marie Louise Fruergaard Kristensen (28026 AU - FA)

An 'ACCEPT' button is located at the bottom right of the interface.

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

CHOSEN RECEIVERS

Filter chosen receiver

CHOOSE RECEIVERS

Search receivers

Shared with

- Mette Vigen
28026 AU - FA
- Mads L. Madsen
28026 AU - FA

Receiver results

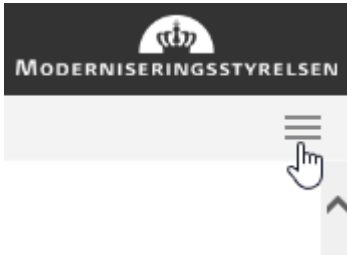
- Mads Toftelund Iensen
28026 AU - FA
- Mads L. Madsen
28026 AU - FA
- Maija Strala
28026 AU - FA
- Majbritt Nielsen
28026 AU - FA
- Margit Henriksen
28026 AU - FA
- Maria Ovesen
28026 AU - FA
- Maria Frøjk Hansen
28026 AU - FA
- Marie Louise Fruergaard Kristensen
28026 AU - FA

ACCEPT

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

Close Application Module

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"