Substitute(s)/ Absence Assistants

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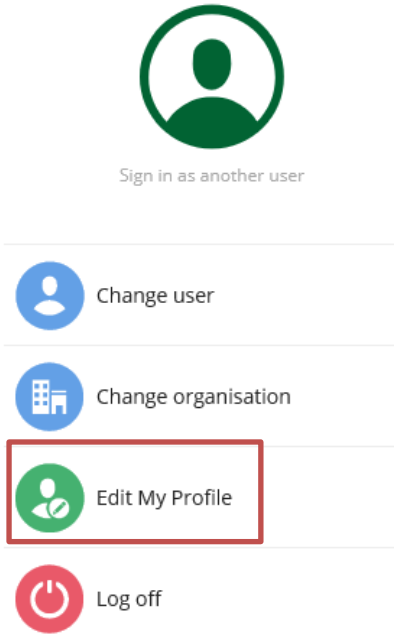
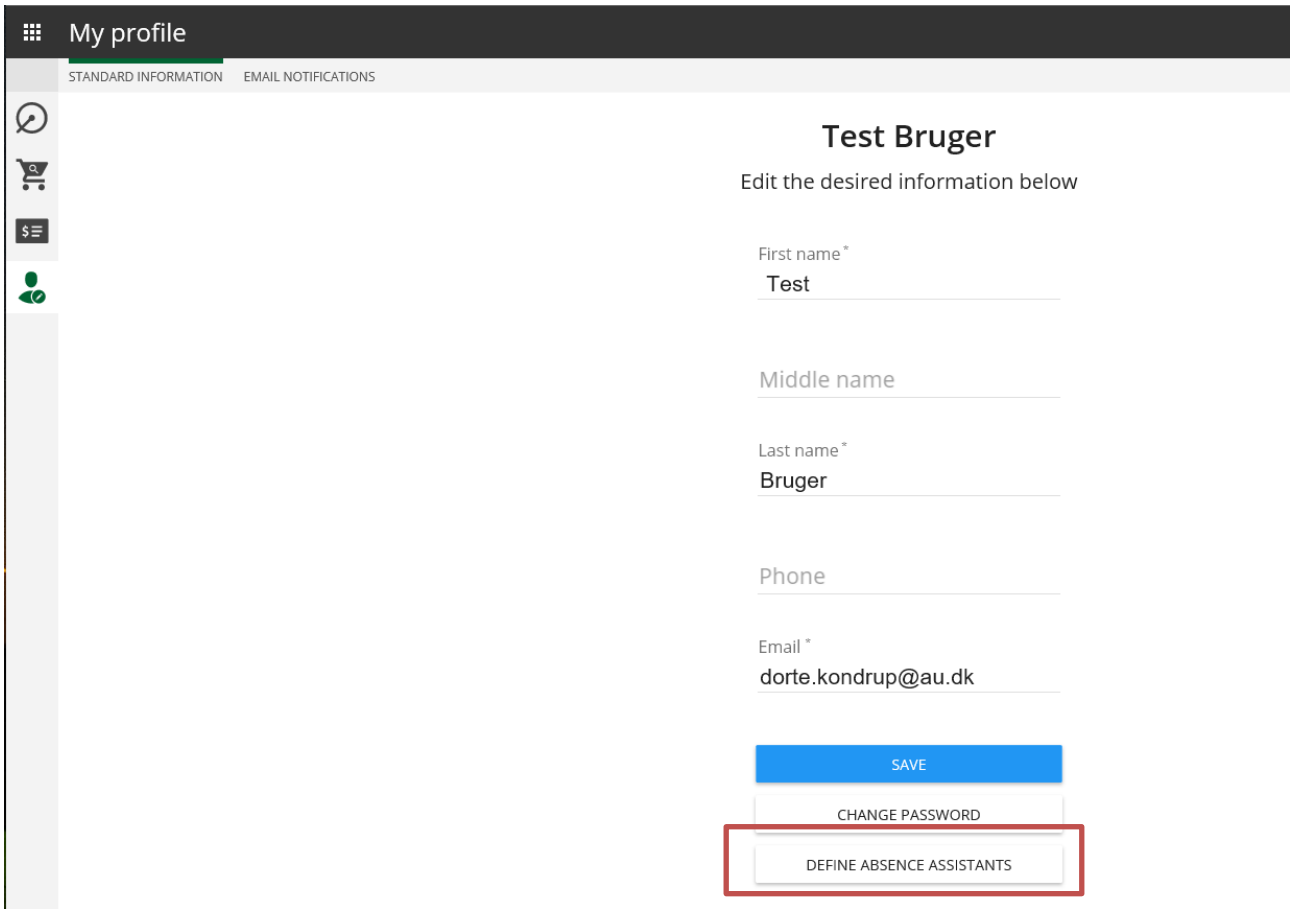
1. Substitute(s)/ Absence Assistants

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.



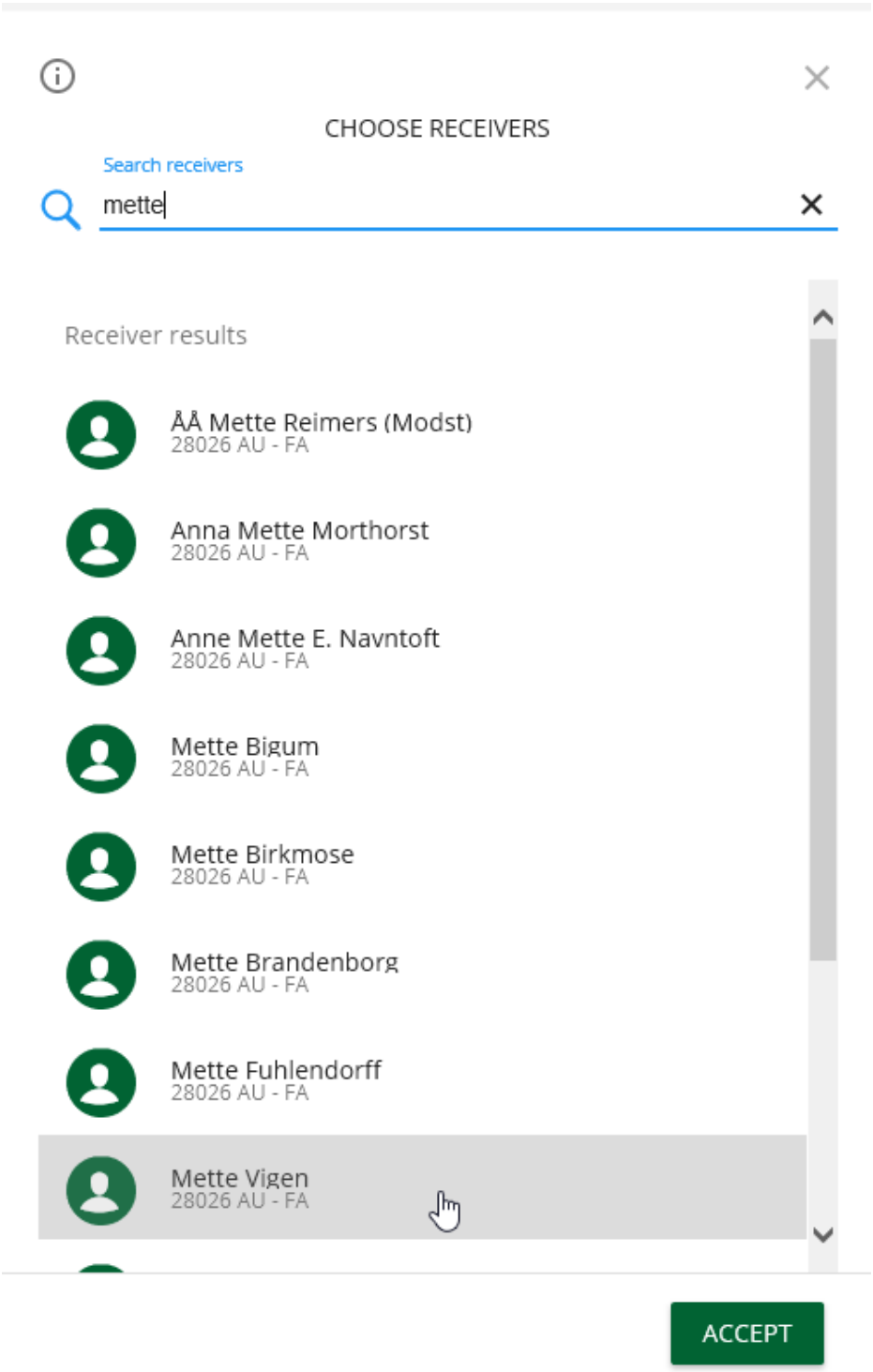
Click '**Edit My Profile'**.

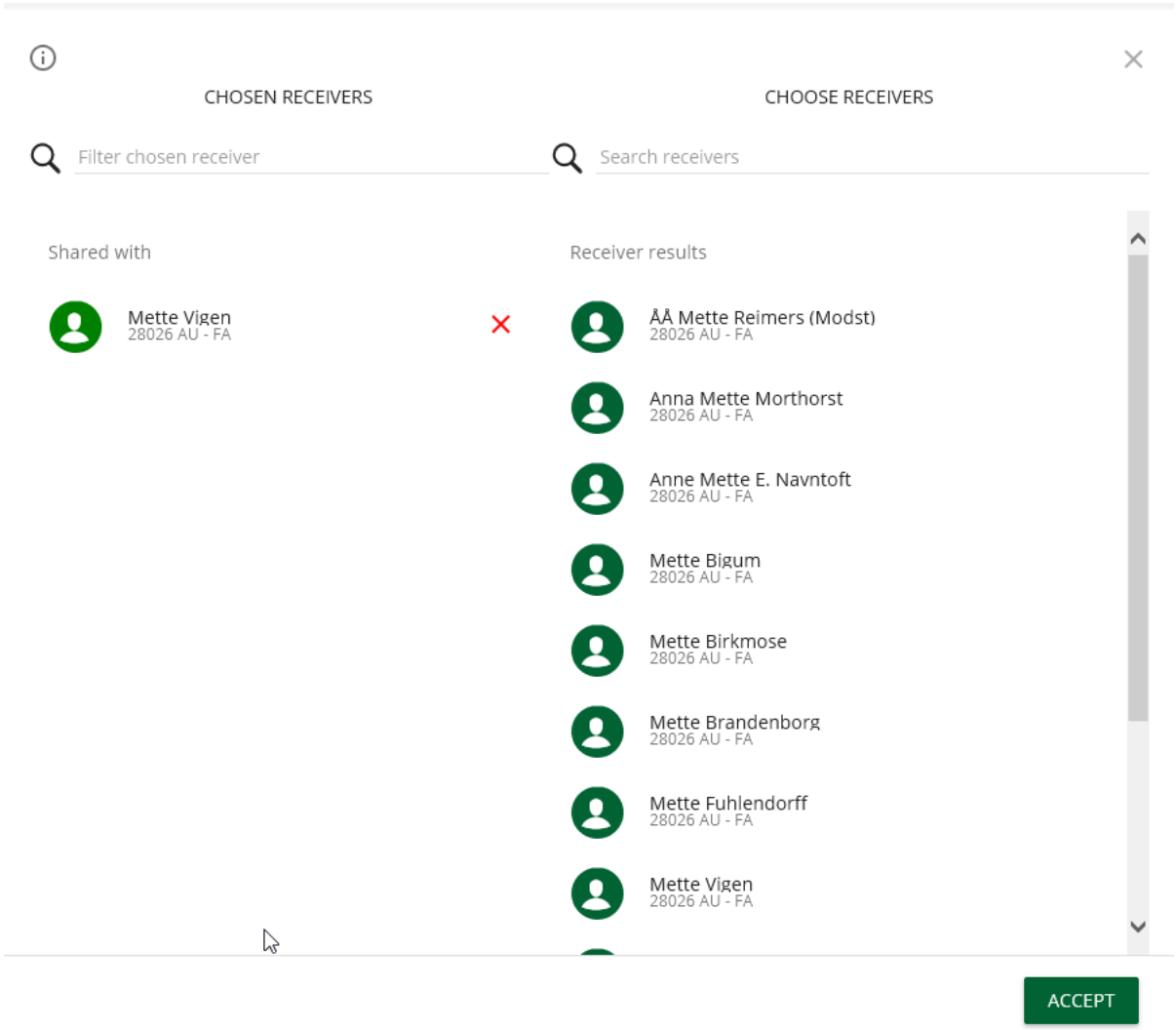


Click "**DEFINE ABSENCE ASSISTANTS**"

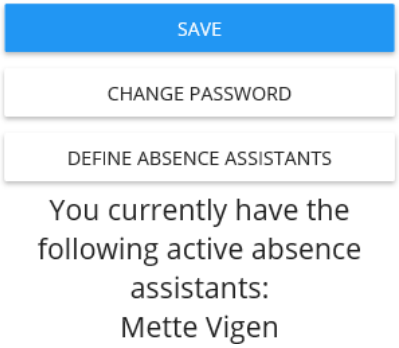
1.1 Select a substitute

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

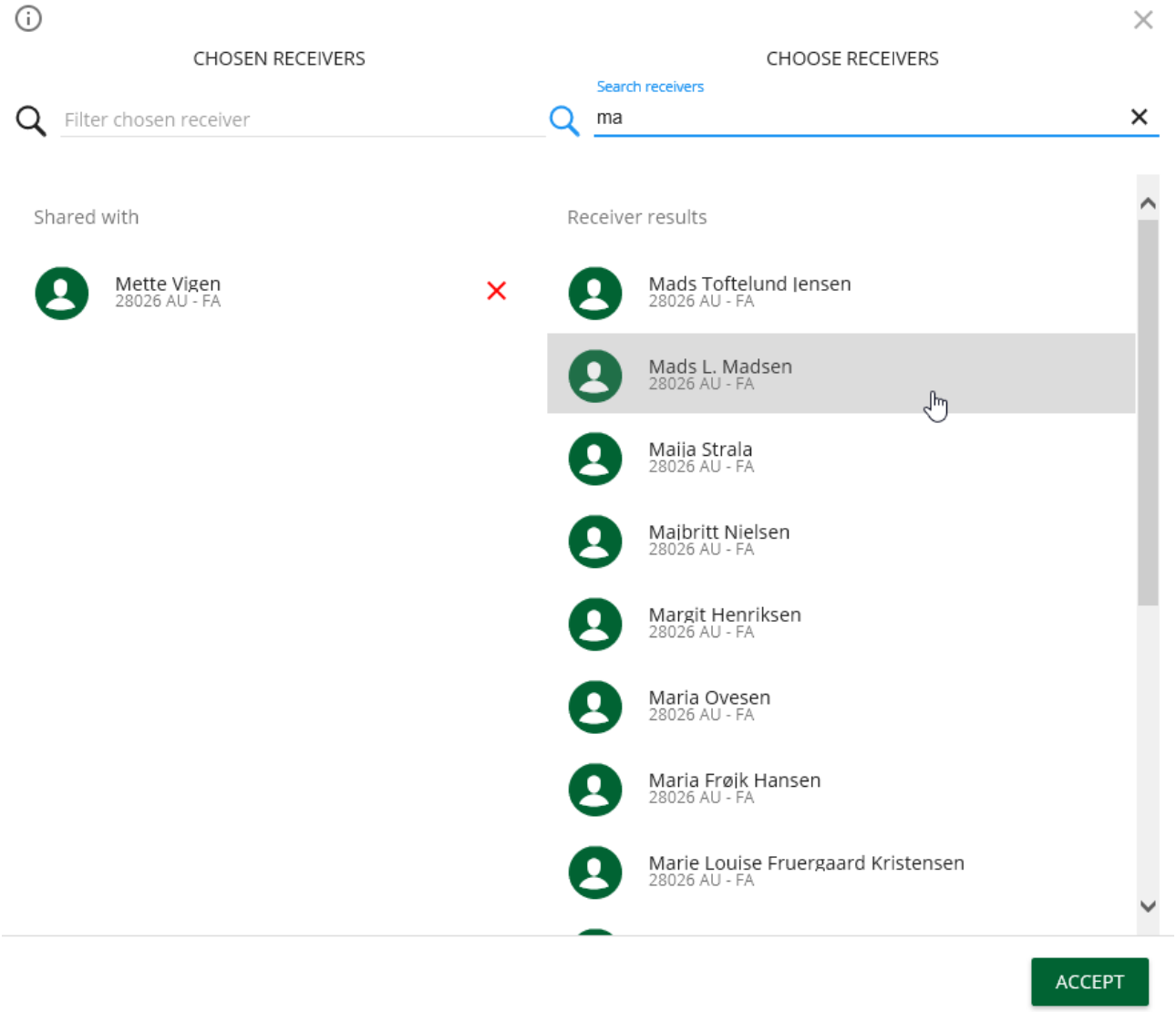




Click on "**ACCEPT**" and in your profile you can now see who you have chosen as active absentee assistant

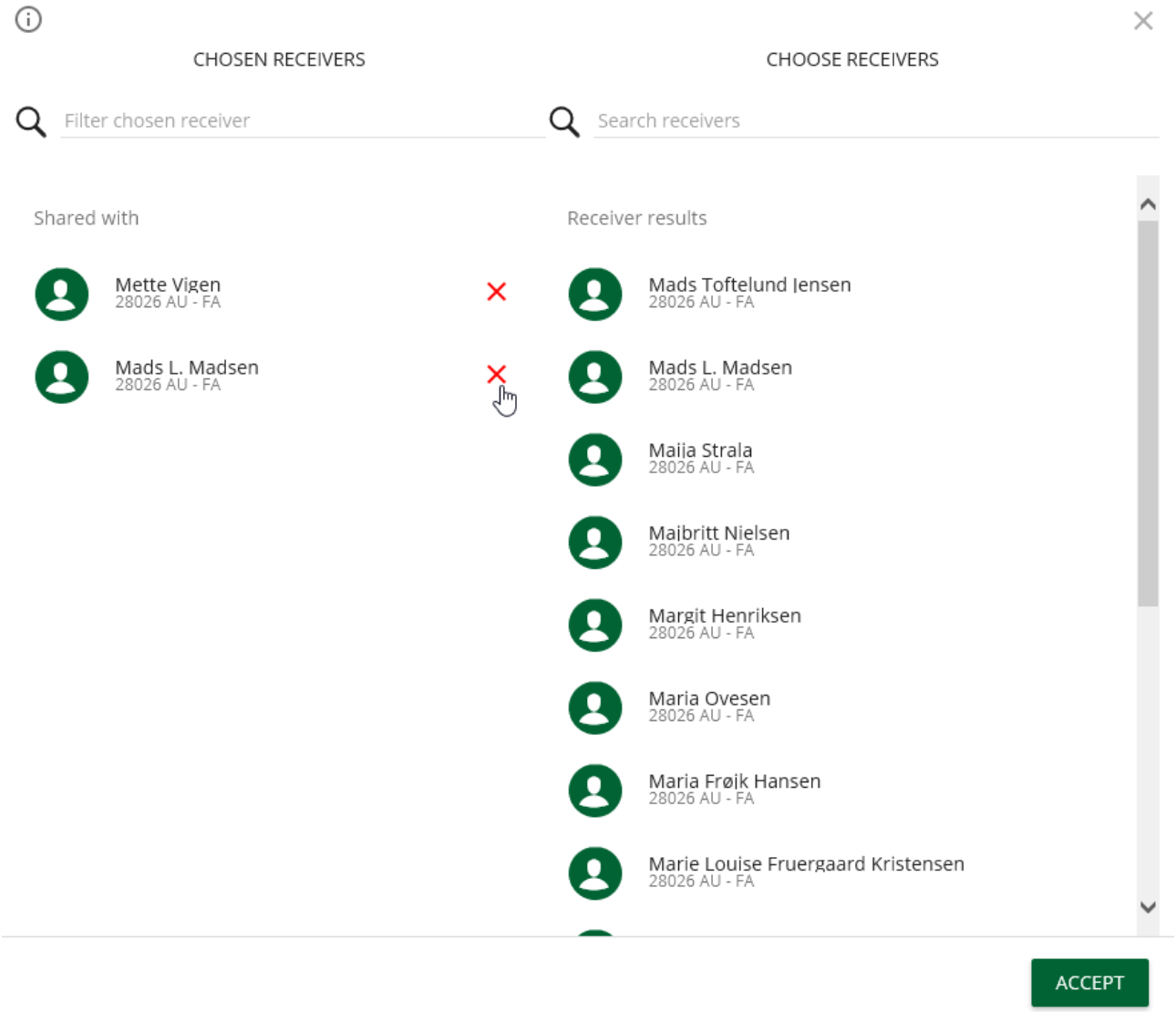


1.2 More than one substitute



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**"

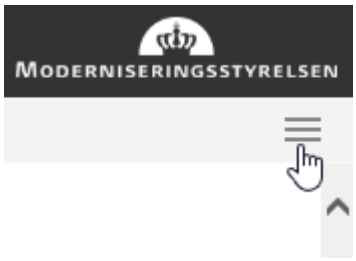
1.3 Remove substitute



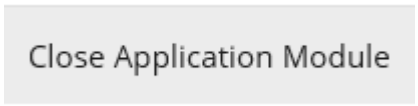
If you want to remove a name from the list of people who can substitute for you, click the 'X'.

Click on "**ACCEPT"**

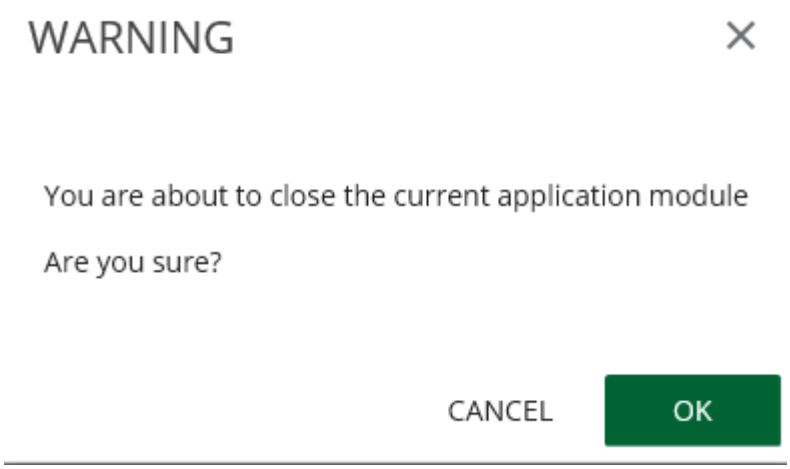
2. Close ”Profile” (close module)



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



Click ”**Close Application Module**”



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