

My profile and My settings

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1. Profile

Under 'Profile', you can select a substitute/substitutes, edit name and email address

Click in the top right-hand corner.





Click 'Edit My Profile'.



Einancial Control 22-12-2023

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Standard information Travel and Expense Email notifications Teams Re	aport schedules	
Dorte Kondrup Edit the desired information below		Change password
		You currently have the following absence assistants configured: Add absence assistants Default delivery address No address set
First name * Dorite Middle nam	ne	
Last name * Kondrup Phone		
Emai* dotte.kondrup@au.dk		

Click on "Edit"

Remember to save your changes by clicking 'Save'.

You can then see the changes under '**My settings**'. However, it might take a few minutes before the new information is available. Under '**My settings**', you can change the settings for notification emails.



2. My settings

Under 'My settings', you can change the settings for notification emails.

Click 'My settings' in the main menu.

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Click the 'Notification' tab.

We recommend that you do not change the default settings unless you check IndFak2 on a daily basis. As requisitioner, it is your responsibility that your invoices are processed.