

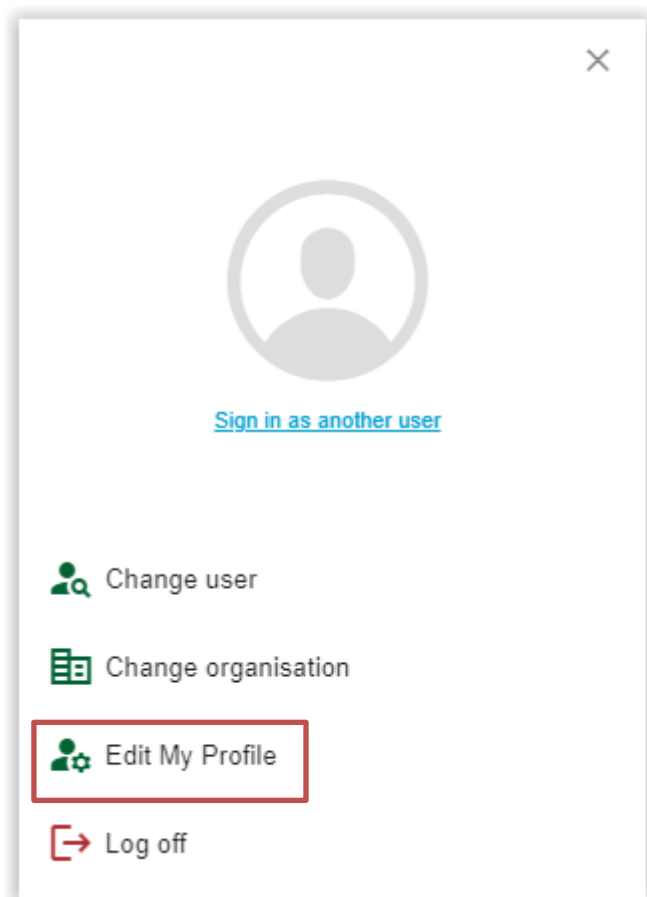
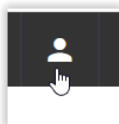
My profile and My settings

1. Profile..... 1
2. My settings 3

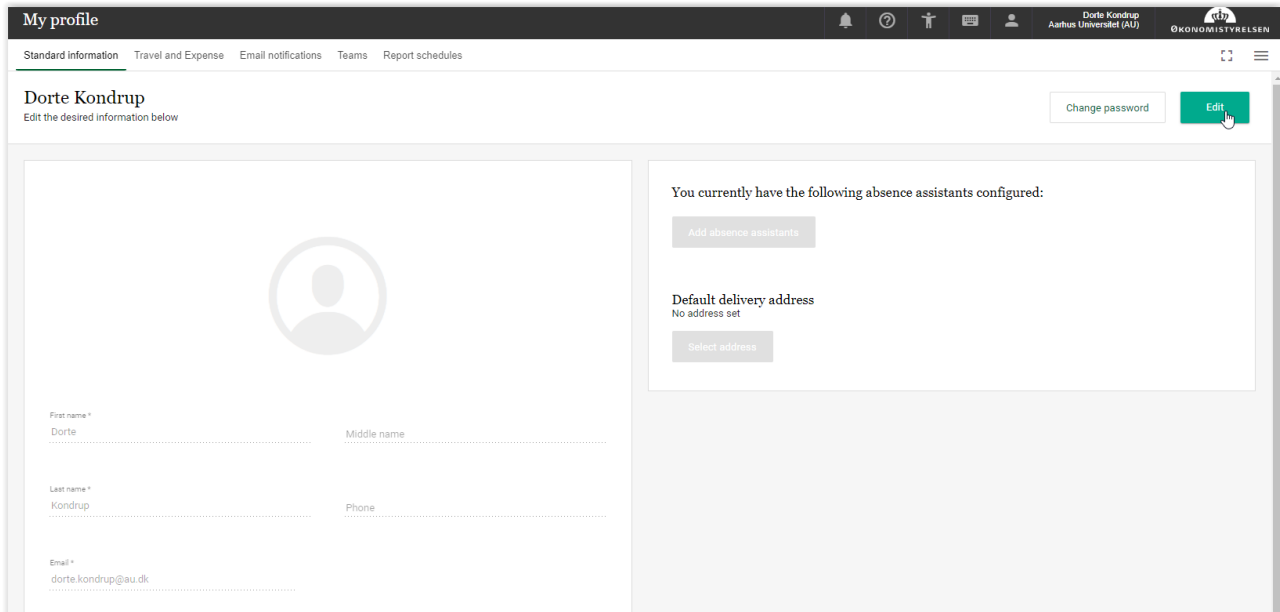
1. Profile

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

Click in the top right-hand corner.



Click '**Edit My Profile**'.



My profile

Standard information | Travel and Expense | Email notifications | Teams | Report schedules

Dorte Kondrup
Edit the desired information below

Change password | **Edit**

First name *
Dorte

Middle name

Last name *
Kondrup

Phone

Email *
dorte.kondrup@au.dk

You currently have the following absence assistants configured:

Add absence assistants

Default delivery address
No address set

Select address

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.

Main menu

Invoices



Accept (Varemodtag)
Code, comment, accept or return.



For acceptance (Deputy)
Code, comment, accept or return on behalf of others.

Administration



My settings
Schedule reminders.

Main menu > My profile

Details Notification Settings Mobile Apps

Save

Receiver

Notifications are sent to dorte.kondrup@au.dk

Instant notifications

Assigned to me

- ☒ Invoices for acceptance
- ☐ Invoices for approval
- ☐ Travel/expenses document for signing
- ☐ Travel/expenses document for approval
- ☐ Travel/expenses document returned for editing
- ☐ Card transactions for allocation

Created by me

- ☐ My settlements status changed

Scheduled status report

☒ Enable scheduled status report

Day: Friday

Time: 08 : 00

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.