



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

ACTIVATING A SUBSTITUTE ON AGRESSO

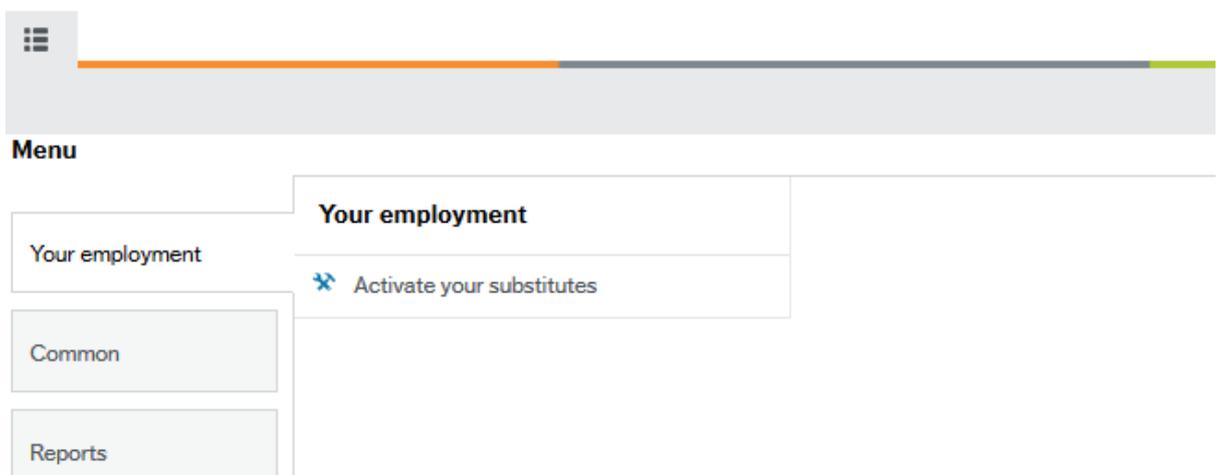
Business World (M7)

This manual will walk you through setting up a substitute on Agresso Business World (M7)

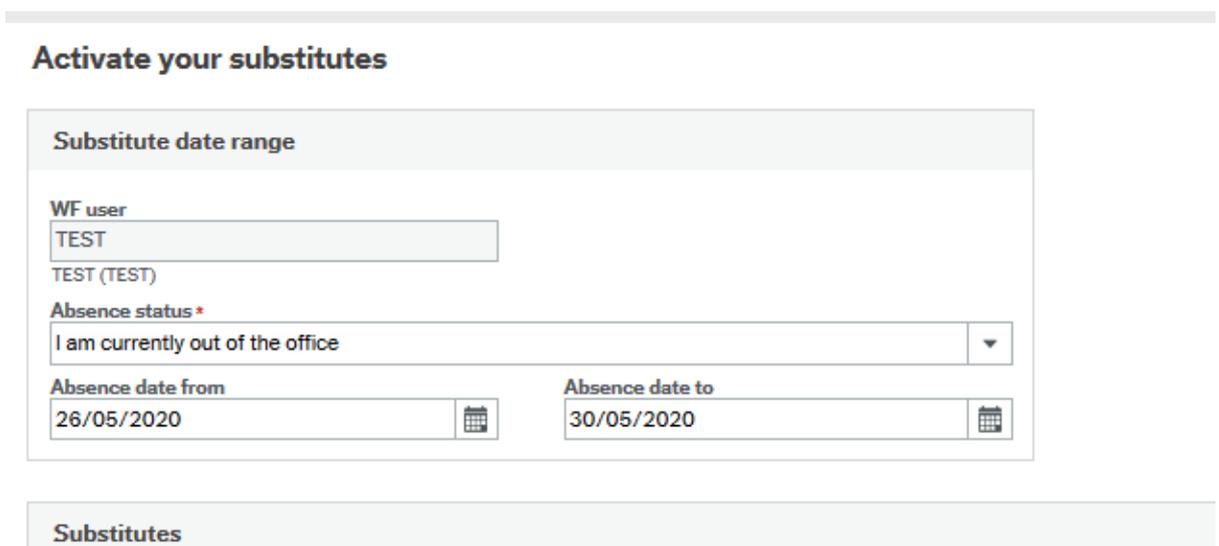
Setting up a substitute

If you are going to be absent and need to nominate another staff member as substitute for your tasks, you will need to do the following steps:

1. If it is the first time this individual is going to be your substitute, you will first have to email denis.cronin@mtu.ie and request this user be added to your substitute options.
2. Once the user has been added, on your main screen, you should see, under 'Your Employment', an option 'Activate your substitutes'. Click here



3. Here you can enter your Absence status and the dates you are going to be absent. Once you choose the 'I am currently out of office' status, you will be able to enter to and from dates for your absence. Hit Save.



The screenshot shows a form titled 'Activate your substitutes'. The form is divided into two main sections. The top section is titled 'Substitute date range' and contains the following fields: 'WF user' with the value 'TEST' and a dropdown menu showing 'TEST (TEST)'; 'Absence status *' with a dropdown menu showing 'I am currently out of the office'; 'Absence date from' with the value '26/05/2020' and a calendar icon; and 'Absence date to' with the value '30/05/2020' and a calendar icon. The bottom section is titled 'Substitutes' and is currently empty.

4. On the lower part of the screen, your substitute should be listed. If you have multiple substitute options, you can select a different one from the 'Substitute' field. Clear the name that is there and hit the space bar. It should display all substitute options available to you.

If the line below is not present, or your substitute option is not listed, contact denis.cronin@mtu.ie

Substitutes						
Show only valid substitutes <input checked="" type="checkbox"/>						
<input type="checkbox"/>	Type	Element type	Substitute	Valid from	Valid until	
<input checked="" type="checkbox"/>	* General		* DENIS CRONIN DENC	* 26/05/2020	31/12/2020	▲
G						
Add Delete						