# ACTIVATING A SUBSTITUTE ON AGRESSO

Business World (M7)

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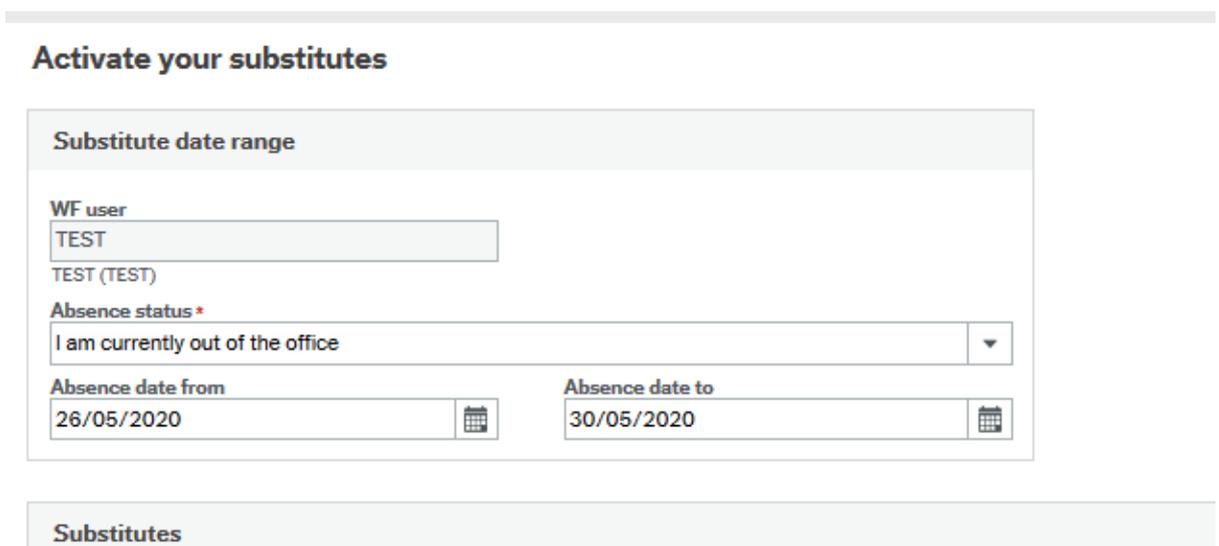
Setting up a substitute

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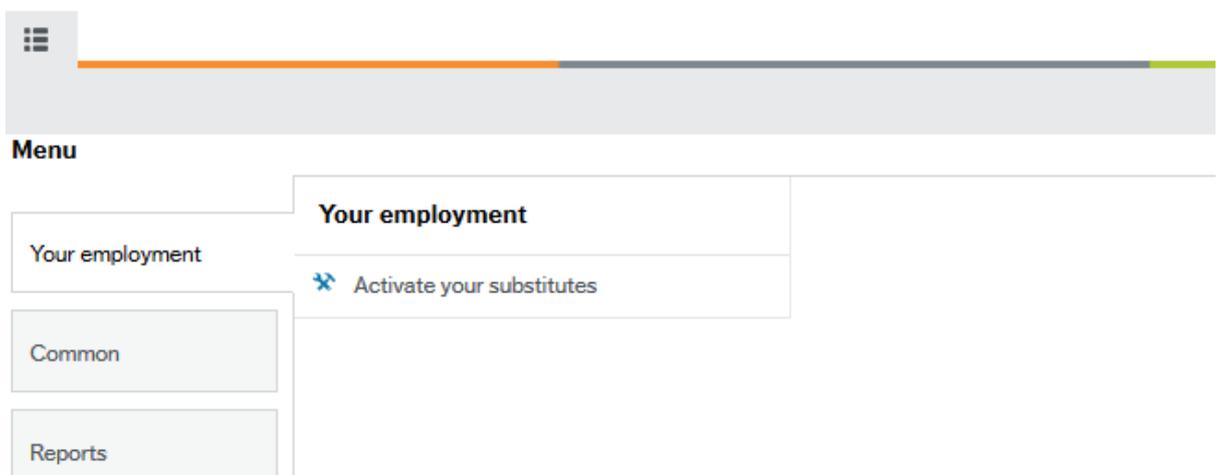
3. Here you can enter your Absence status and the dates you are going to be absent. Once you choose the 'I am currently out of office' status, you will be able to enter to and from dates for your absence. Hit Save.

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

	Type	Element type	Substitute	Valid from	Valid until	
☑	* General		* DENIS CRONIN	* 26/05/2020 📅	31/12/2020 📅	▲
	G		DENC			

Show only valid substitutes ☑

Add   Delete