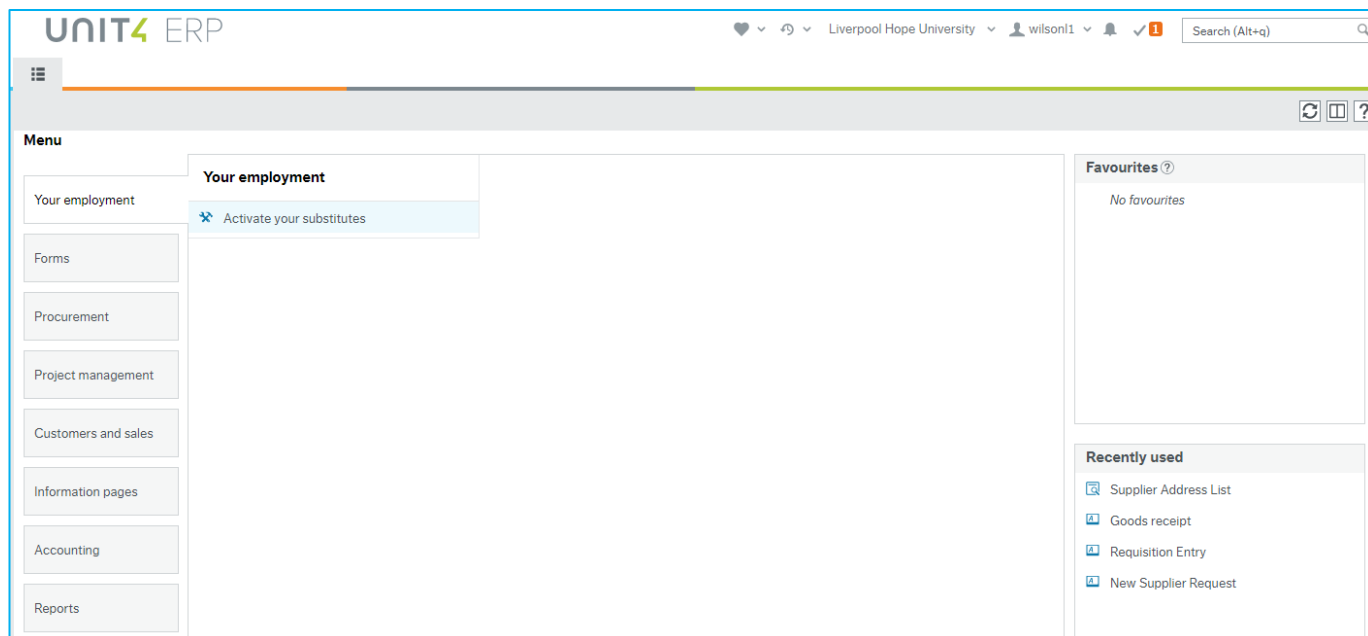
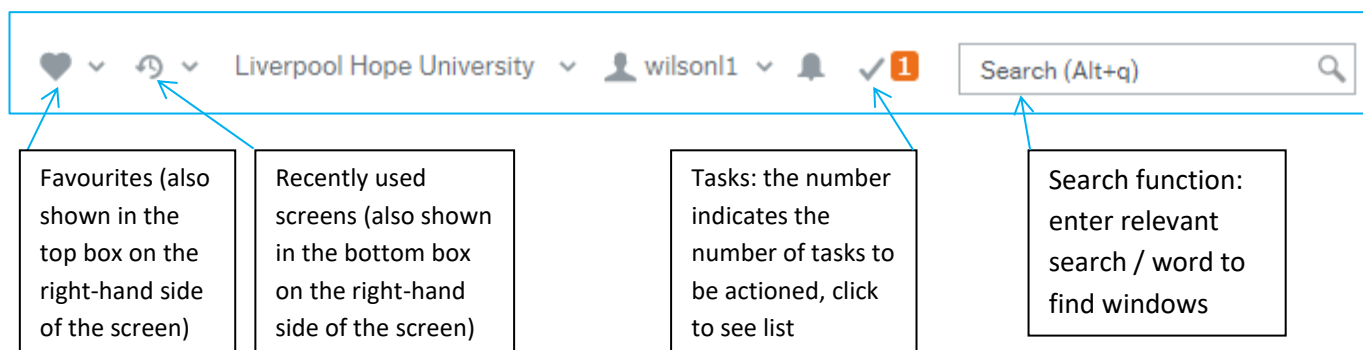


Using U4ERP Web

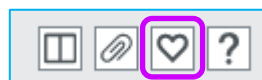
Your start page will look similar to this:



The top bar has icons for:



Items can be added to Favourites by clicking on *Add to Favourites* in the top right corner of any screen.



Activate Your Substitutes

NOTE: This facility can only be used once a user has been assigned a substitute, or substitutes to select from. Please contact Karen Dalby (3867) to set this up.

Assigned substitutes will be shown in a list, along with available dates (often just a start date with no end date). A user can then select and activate one or more substitutes to receive their tasks for the period specified. The tasks continue to go to the original user also.

To assign a substitute

- Change the *Absence status* to 'I am currently out of the office'
- Enter the dates of absence.
- Tick one or more of the available substitutes

All tasks sent to you will also go to the selected substitutes during the absence period.

The screenshot shows a web interface titled "Activate your substitutes". It contains two main sections: "Substitute date range" and "Substitutes".

Substitute date range section:

- WF user:** A dropdown menu showing "KD" and "Karen Dalby (KD)".
- Absence status *:** A dropdown menu with "I am currently in the office" selected. An annotation box points to this dropdown with the text: "Change the Absence status to 'I am currently out of the office'".
- Absence date from:** A text input field.
- Absence date to:** A text input field. An annotation box points to this field with the text: "Enter the dates of absence".

Substitutes section:

- Show only valid substitutes:** A checkbox.
- Substitutes table:** A table with columns: "Substitute", "Valid from", and "Valid until".

Substitute	Valid from	Valid until
<input type="checkbox"/> Allan Bibby	10/11/2019	
- Buttons:** "Add" and "Delete" buttons are located below the table. An annotation box points to the "Add" button with the text: "Tick one or more substitutes on the list".
- Annotation:** An annotation box points to the "Valid from" and "Valid until" columns with the text: "Dates substitutes are available from and to".

Footer: "Save", "Clear", and "Export" buttons.