

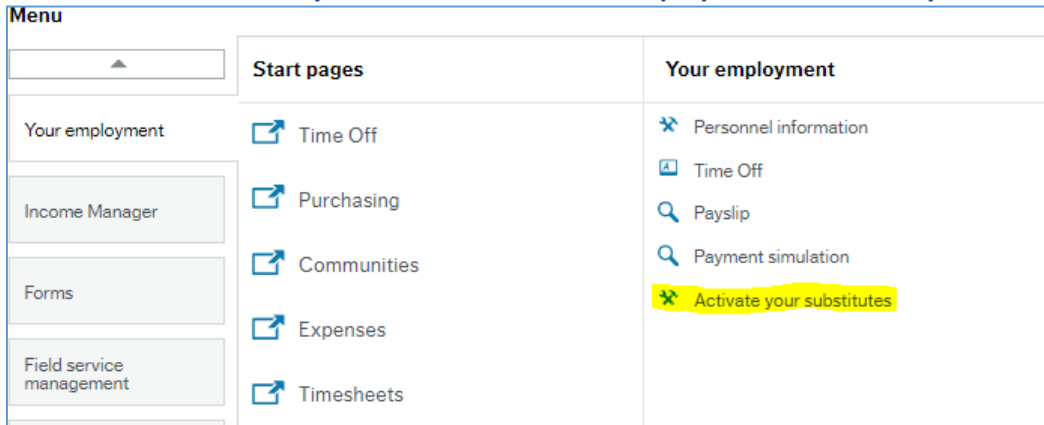


## Business World User Guide

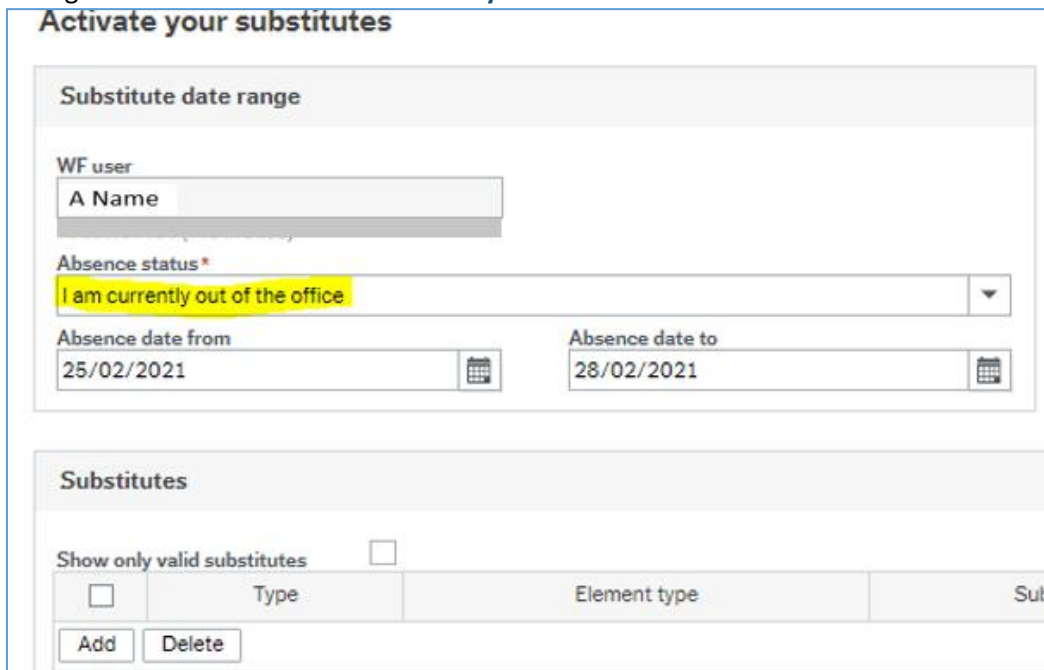
Title	Activate your substitute (Out of Office)
Summary	<p>When you are planning to be away from work for a period, then you should activate a substitute so that someone can deal with any of your Business World tasks in your absence. This will help to maintain a continuous service for your department.</p> <p>The user chosen as your substitute will receive all your tasks but the tasks will also remain with you as the primary user. The substitute will be able to action them on your behalf.</p> <p>As a Business World task owner (you may be an initiator of tasks e.g. you may raise requisitions or complete missing goods receipt notes for invoices, or you may be an authoriser) you are primarily responsible to maintain you own substitutes and out of office. However, if you were suddenly unavailable to action your tasks then the Business World team can help to put someone in place.</p>
Audience	All users
Content	<ol style="list-style-type: none"><li>1. <a href="#">Open activate your substitutes</a></li><li>2. <a href="#">Revoke out of office</a></li><li>3. <a href="#">Further information</a></li></ol>

1. OPEN ACTIVATE YOUR SUBSTITUTES

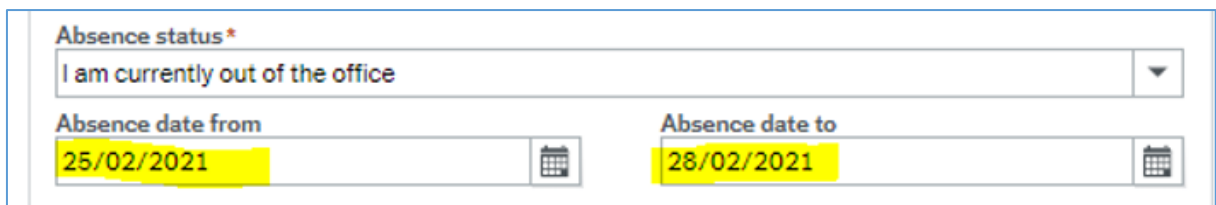
1.1. You can find the **Activate your substitutes** in **“Your employment” – Activate your substitutes**



1.2. Change absence status to **“I am currently out of the office”**.



1.3. Set the dates in **“Absence date from”** and **“Absence date to”**



1.4. Add a substitute – Click on **“Add”**

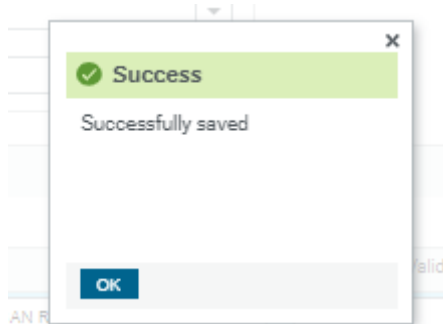
- Type: Enter **General**
- Substitute: **Start typing the surname of your substitute and you will start to see a drop-down list and you can choose the person required**
- Valid from/ Valid until: **Set the date where the person is authorised/qualified to action your tasks when you are out of office**

Example of how it will look is shown below:

Show only valid substitutes <input type="checkbox"/>					
<input type="checkbox"/>	Type	Element type	Substitute	Valid from	Valid until
<input type="checkbox"/>	* General		* A name	* 27/09/2021	27/09/2021

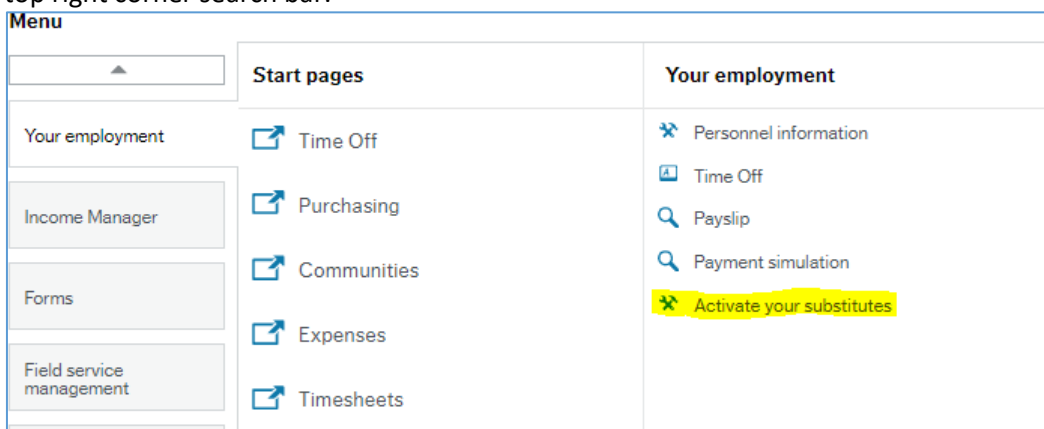
**Note:** The person will only be able to see your tasks when you are out of office. As soon as the out of office has been revoked, the substitute will stop seeing your tasks on their taskbar regardless of the valid from/valid until date.

1.5. Click save



2. REVOKE OUT OF OFFICE

2.1. Go to **Your employment – Activate your substitute** or type **“Activate your substitute”** in the top right corner search bar.



2.2. Change Absence status to **“I am currently in the office”**

**Substitute date range**

WF user  
A Name

Absence status\*  
I am currently in the office

Absence date from

Absence date to

2.3. Click on save

### Activate your substitutes

**Substitute date range**

WF user

Absence status \*

Absence date from  Absence date to

**Substitutes**

Show only valid substitutes

<input type="checkbox"/>	Type	Element type	Substitute
<input type="checkbox"/>	General		A Name

### 3. FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at [Bw.help@southampton.gov.uk](mailto:Bw.help@southampton.gov.uk).