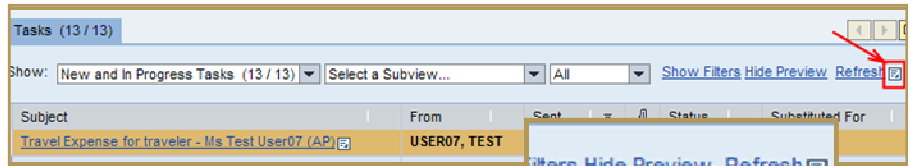




Create a Substitute

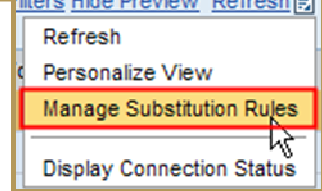
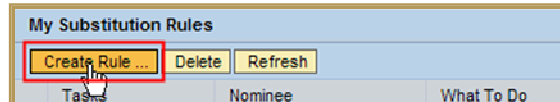
How to Create a Substitute

1. Under the **Worklist**, click on the drop down menu on the right.

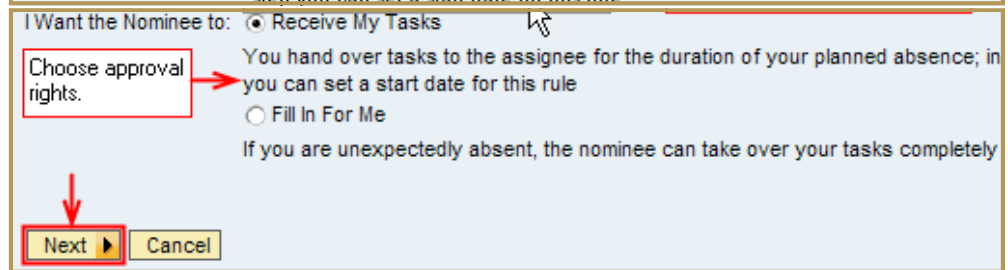
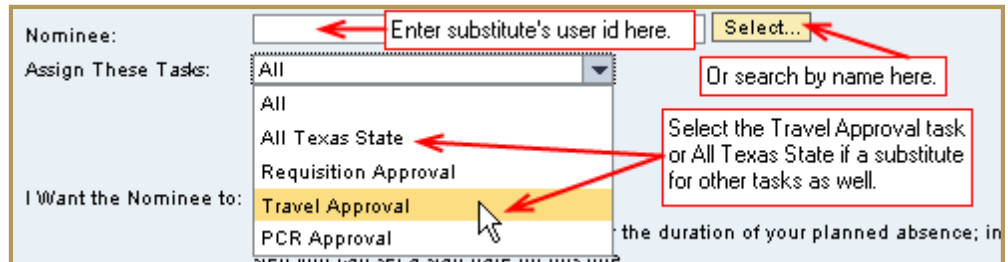


2. Select **Manage Substitution Rules**.

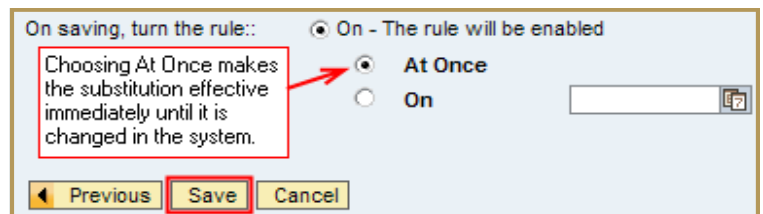
3. Click **Create Rule...**



4. Complete the information.



5. Click **Next** and choose when to enable the rule. **Save.**



Confirmation:

My Substitution Rules				
Create Rule ... Delete Refresh				
Tasks	Nominee	What To Do	Status	Rule Activation
Travel Approval	Clark, Linda	Receives my tasks	Ongoing	Successful

Special points of interest:

- UPPS 03.01.09 Fiscal Responsibilities of Account Managers at Texas State
- Substitutes will receive notifications at the same time as the account manager.
- System will record whether the account manager or the substitute approved the document.
- If a substitute for more than one task, remove the single task and use "All Texas State" task.
- For detail instructions, refer to **Substitution Help** under the Worklist tab in SAP Portal.