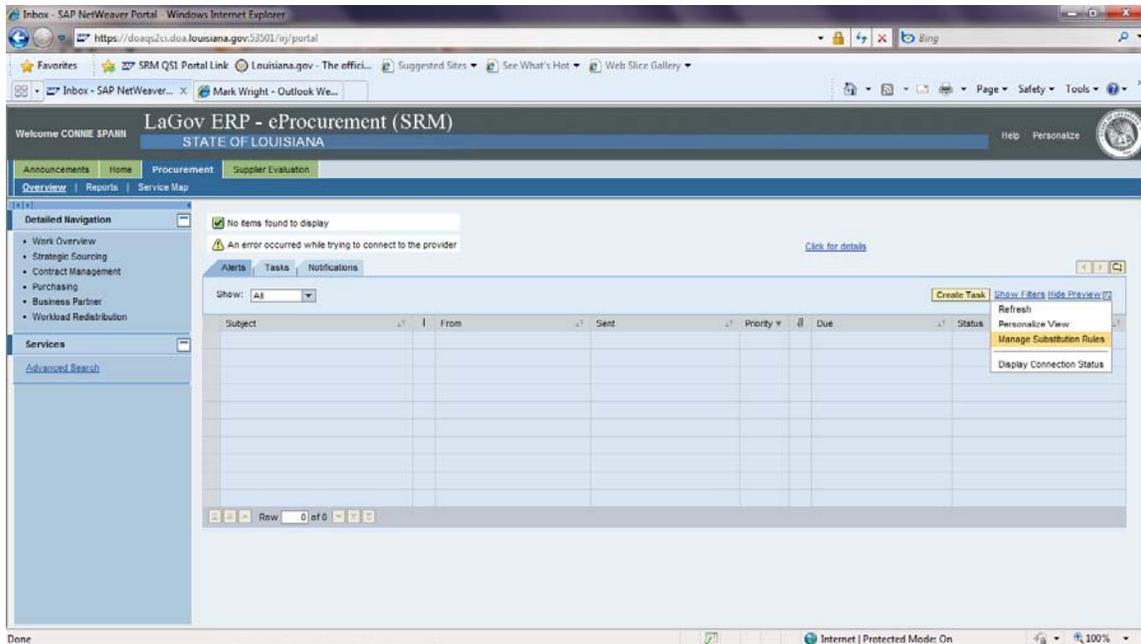
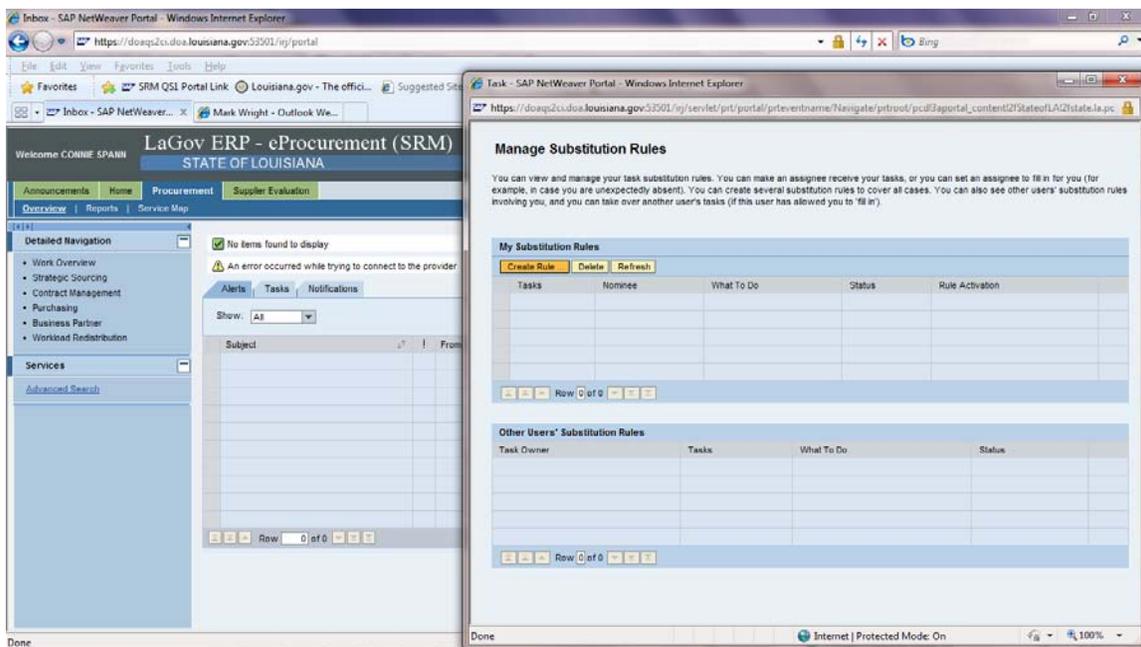


Create Substitute Approver

1. Click "Manage Substitution Rules"

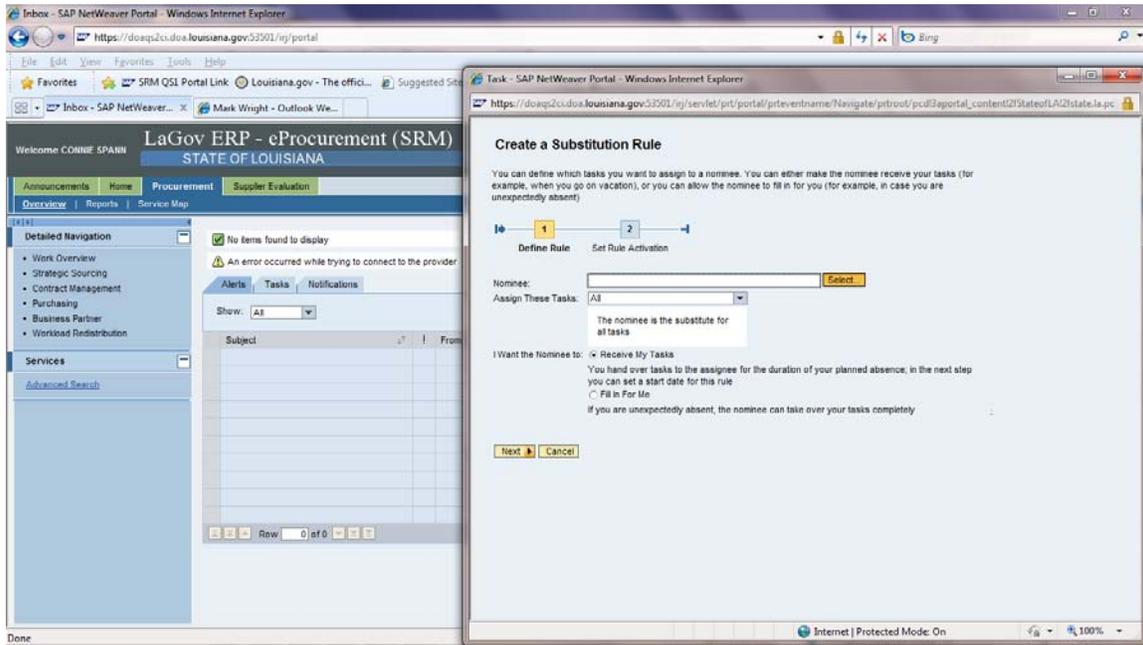


2. In the Manage Substitution Rules window click the button "Create Rule"

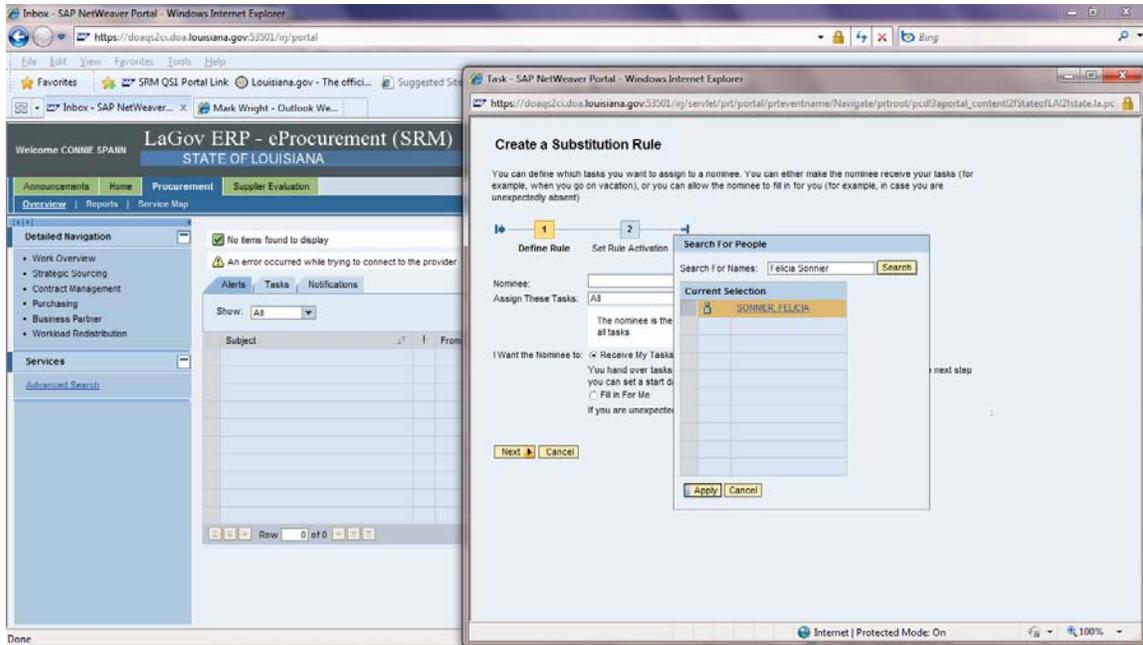


Create Substitute Approver

3. In the Create Substitution Rule window click the “Select” Button

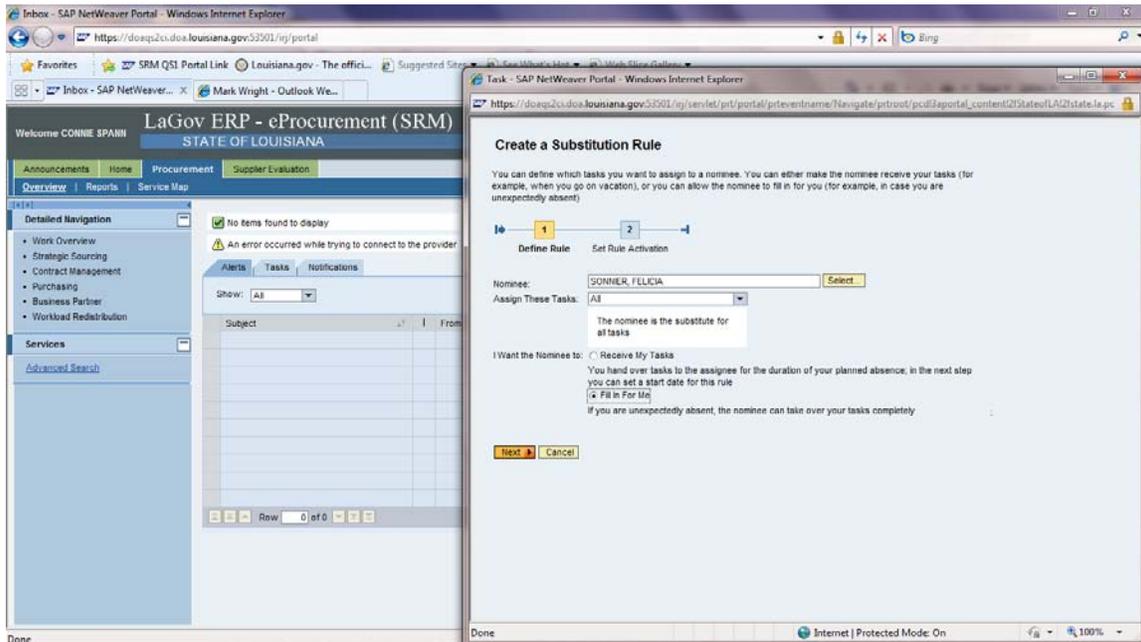


4. Enter name for Search, select and click the “Apply” Button

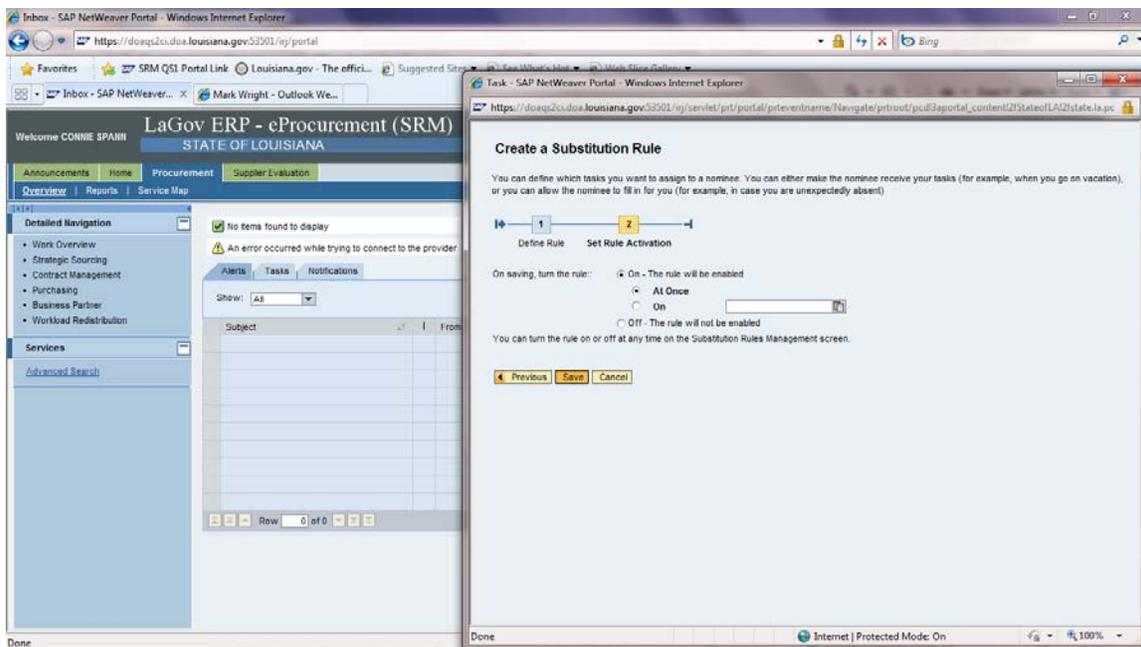


Create Substitute Approver

5. Assign These Tasks Should Be “All” and select the Radio Button “Fill In For Me” then click the Button “Next”

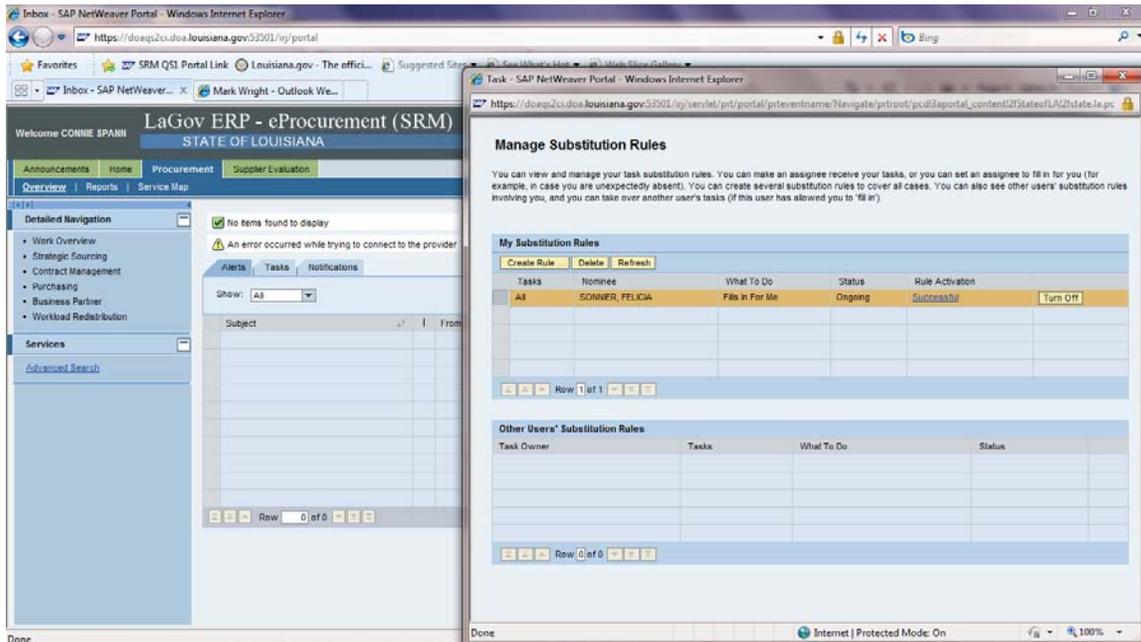


6. Select the applicable Radio Buttons and click the “Save” Button. For this example I have selected the rule to be enabled At Once upon saving.

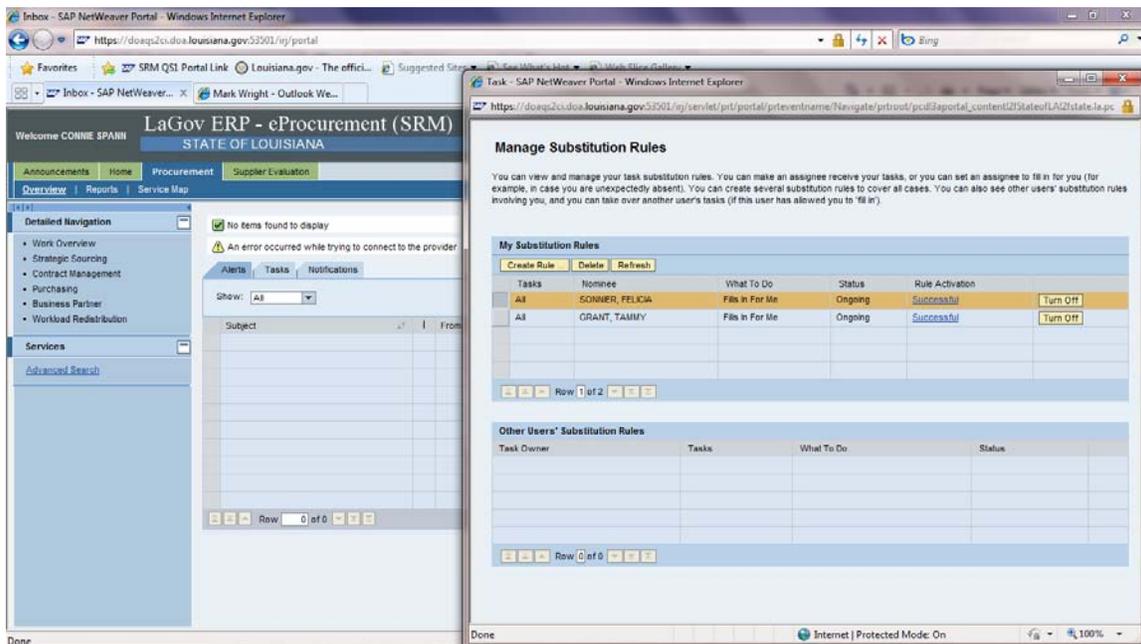


Create Substitute Approver

7. The rule is shown in the Manage Substitution Rules window

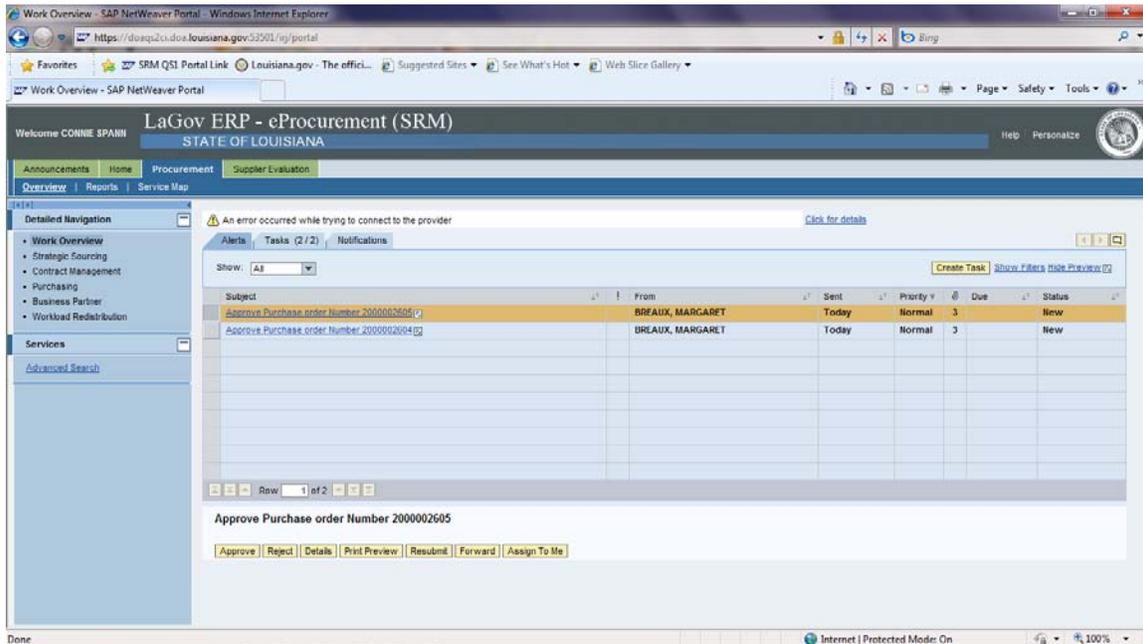


8. Repeat steps to set up an additional "Fill In For Me" substitute approver

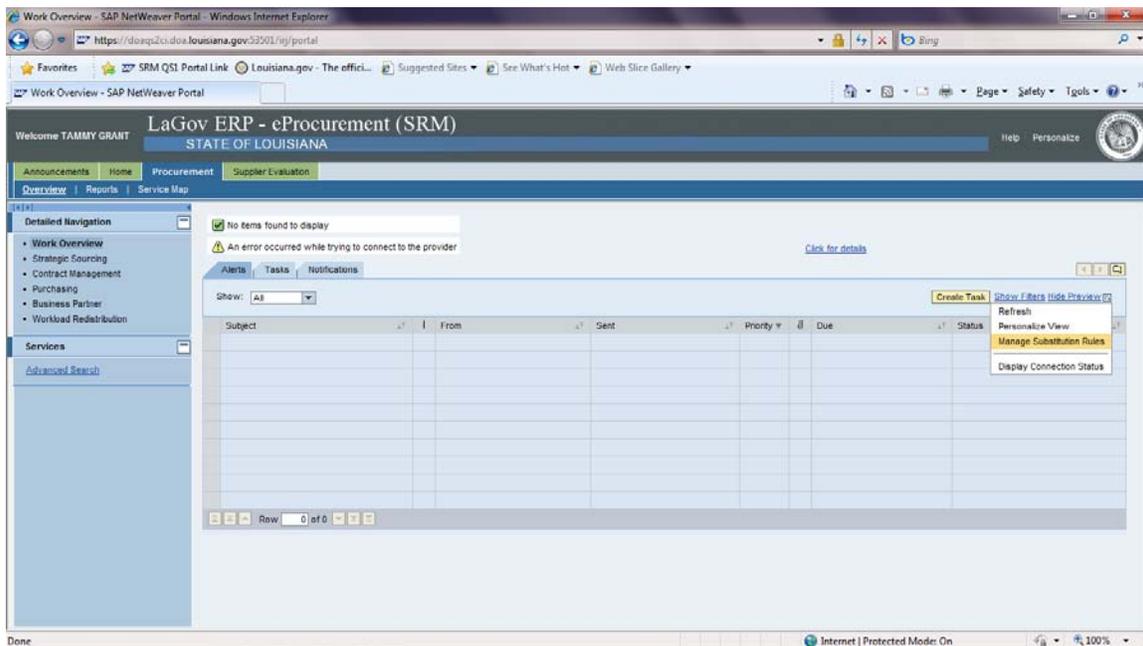


Create Substitute Approver

9. Two approvals are in C SPANN work overview

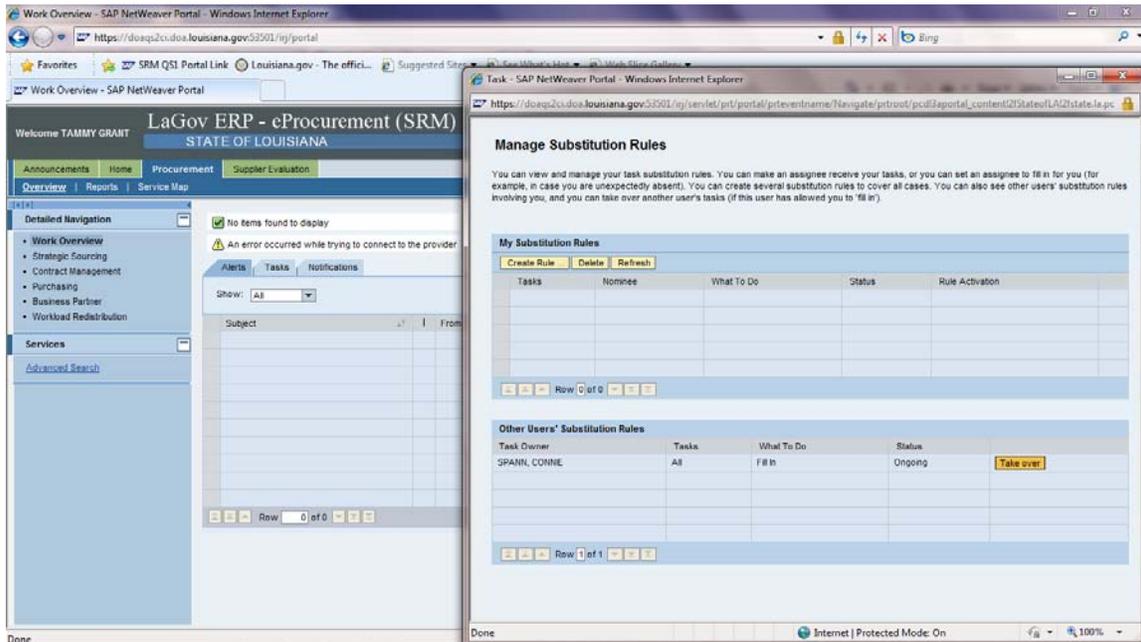


10. T GRANT click "Manage Substitution Rules"

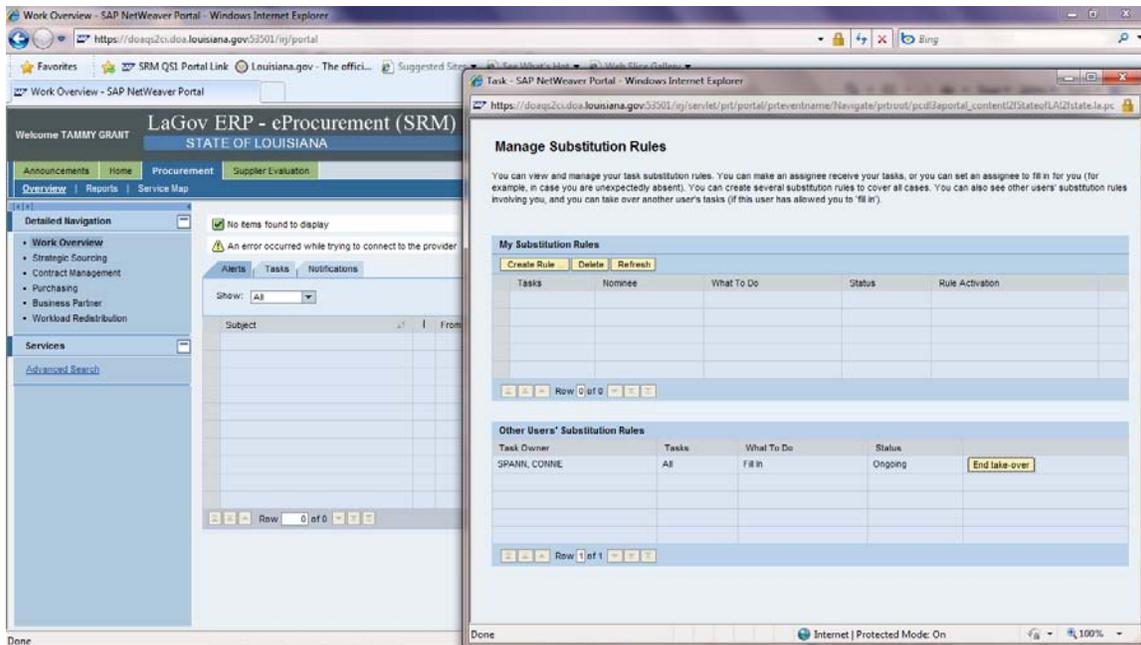


Create Substitute Approver

11. C SPANN Substitution Rule is shown. Click “Take Over” Button

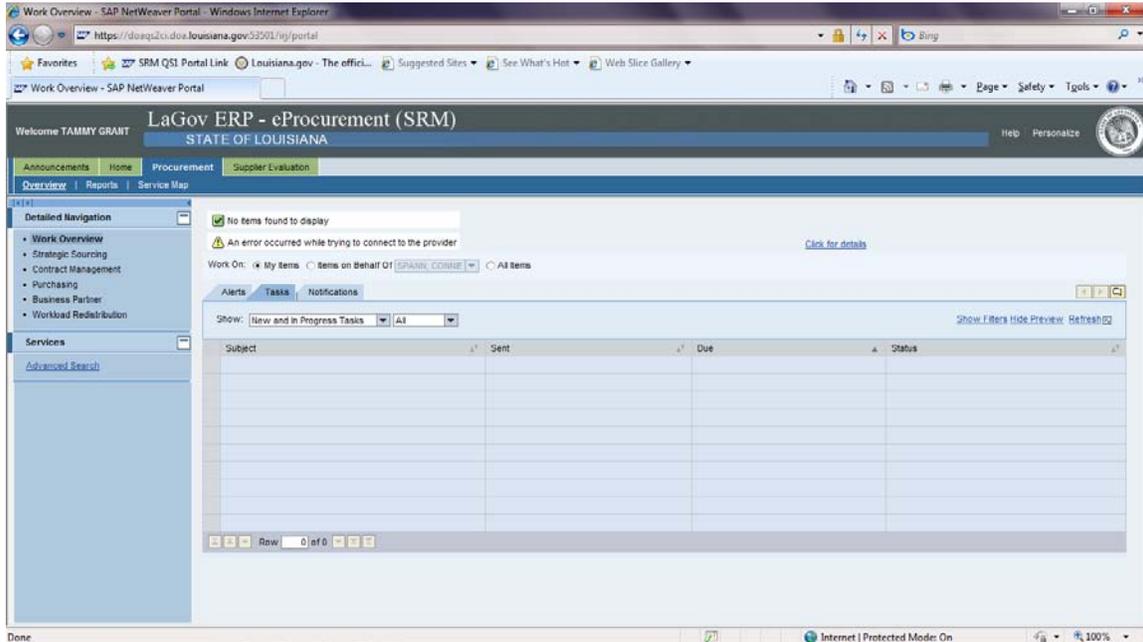


12. Button now reads “End Take-Over”

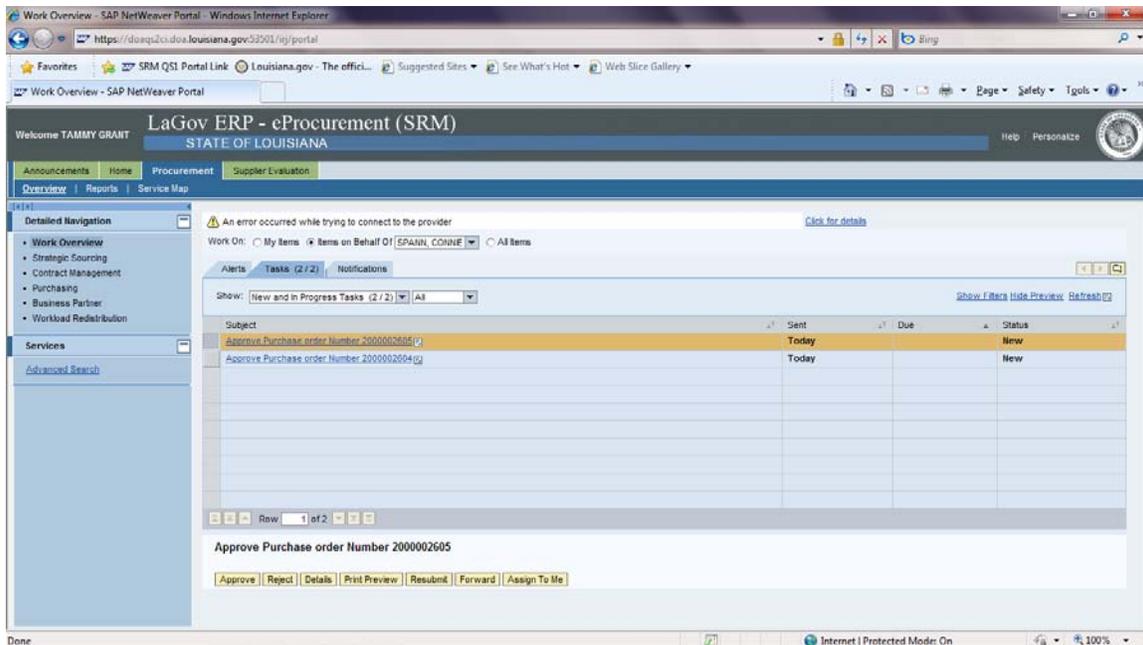


Create Substitute Approver

13. After Refresh there are three Radio Buttons in Work Overview above the Tabs

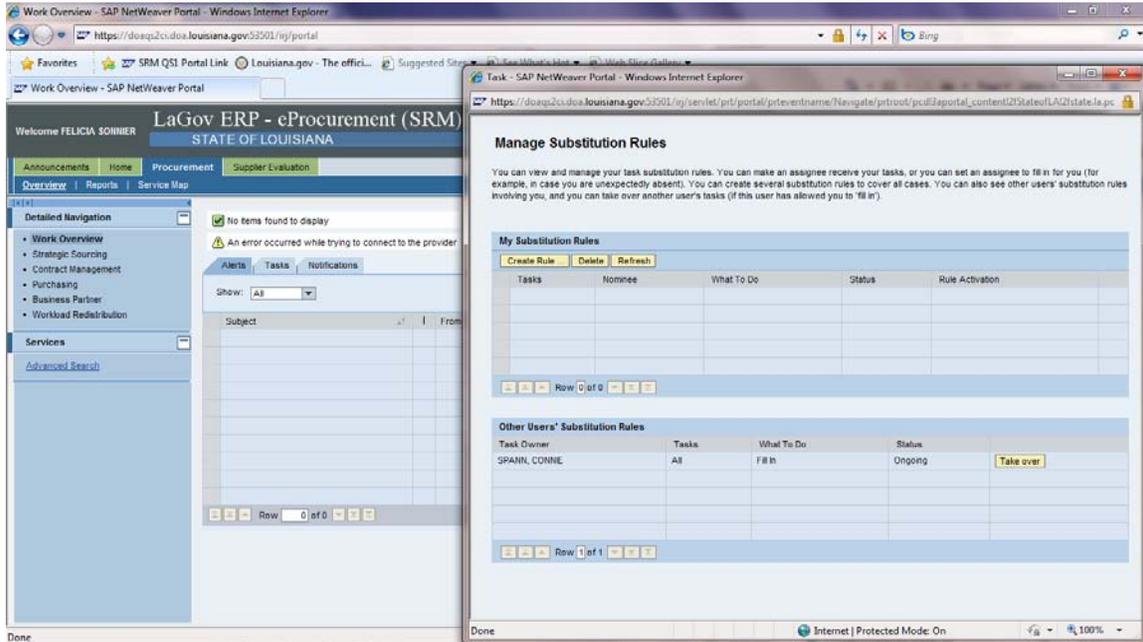


14. Select "Items On Behalf Of" and C SPANN from the Drop Down and you see the two Approval Items

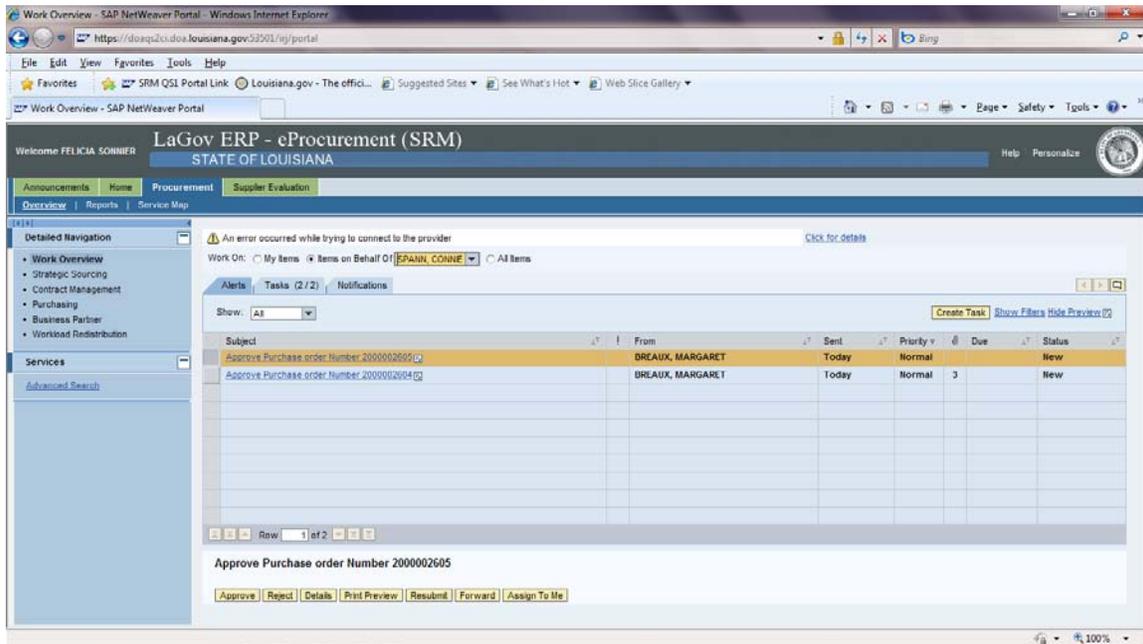


Create Substitute Approver

15. F SONNIER Manage Substitution Rules. Click "Take Over" Button



16. C SPANN Work Items can be approved by either "Fill In For Me" Substitutes



Create Substitute Approver

17. Return to Manage Substitution Rules and click “End Take-Over” when finished Filling In

The screenshot shows the SAP NetWeaver Portal interface. On the left is the navigation pane with sections for 'Detailed Navigation' and 'Services'. The main content area displays a task list with the subject 'Approve Purchase order Number 2000002605'. On the right, the 'Manage Substitution Rules' window is open, showing a table for 'My Substitution Rules' and a table for 'Other Users' Substitution Rules'. The 'Other Users' table has one entry for 'SPANIL CONNE' with a status of 'Ongoing' and an 'End take-over' button.

Task Owner	Tasks	What To Do	Status	Rule Activation
SPANIL CONNE	All	Fill In	Ongoing	End take-over

This screenshot is identical to the one above, but the 'End take-over' button in the 'Other Users' Substitution Rules table has been replaced by a 'Take over' button, indicating the user has completed their task and is ready to resume their own work.

Task Owner	Tasks	What To Do	Status	Rule Activation
SPANIL CONNE	All	Fill In	Ongoing	Take over

Create Substitute Approver

