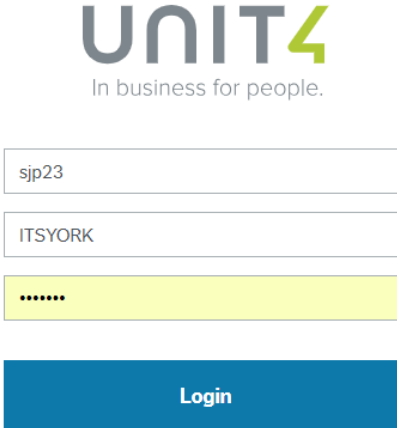


## How to Set a Substitute

Set your substitute in Agresso by first logging into Agresso Web. Open a web browser and enter the following url: <https://yimsagr.york.ac.uk/BusinessWorld>.

### Login Screen

Agresso uses Single Sign-On. Login with your own credentials, using your own University IT Username and Password. An example is shown below:



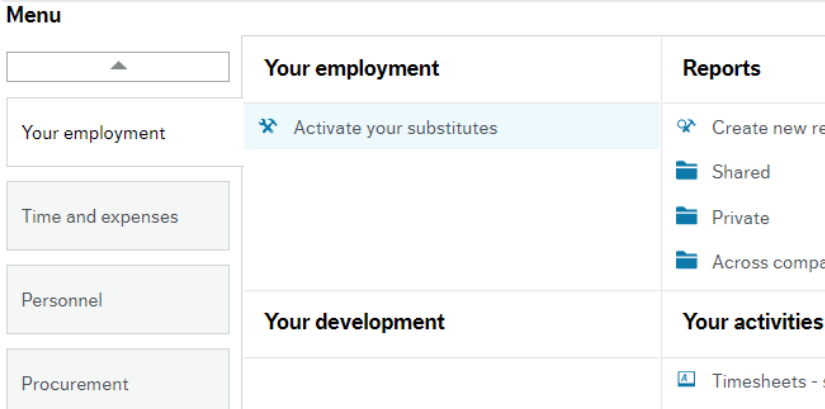
**Note:** The domain defaults to ITSYORK, except for Health Sciences staff who use their own domain HSCI. If you forget your password, please visit the York Identity Manager at [My IT Account](#) online to manage your password and follow the instructions to reset it yourself. Otherwise, you can use the [IT Services Helpdesk](#).

Once logged in, each user will see the menu items appropriate for their Agresso role(s).

### Screen Navigation

On successful login, Agresso Web shows the main Unit 4 Agresso Web menus screen.

Navigate to **Your employment**, and select **Activate your substitutes**, as shown below.



Menu	Your employment	Reports
<input type="text" value="▲"/> Your employment Time and expenses Personnel Procurement	✖ Activate your substitutes	🔍 Create new report 📁 Shared 📁 Private 📁 Across companies
	Your development	Your activities
		📄 Timesheets - s

# How to Set a Substitute

## Set your Substitute

In the **Activate your substitutes** screen, enter all relevant information. Example shown below.

**Activate your substitutes**

**Substitute date range**

WF user  
SJP23

SJ Price (SJP23)

Absence status \*  
I am currently out of the office

Absence date from  
10/09/2019

Absence date to  
14/09/2019

**Substitutes**

Show only valid substitutes

<input type="checkbox"/>	Type	Element type	Substitute	Valid from	Valid until
<input type="checkbox"/>	General		J Heggarty	11/01/2008	31/12/2099

Add Delete

It is **important that you complete all relevant information**, as listed below:

1. Set your Absence status
2. Set your Absence date from
3. Set your Absence date to
4. Set Type to General
5. Select your Substitute from the names on the dropdown list
6. Click Save (at the bottom of the screen). Agresso Web will confirm if the changes are saved

**Note:** If there are no substitutes listed, please email [finance-systems@york.ac.uk](mailto:finance-systems@york.ac.uk) to request one. We require the Name and UserID of your substitute(s) in order to add them to your substitutes list in Agresso. Substitutes must already be an Agresso user.

7. Once you've set your substitute(s), click Logout from the top menu to leave the Agresso web session. As shown below.

