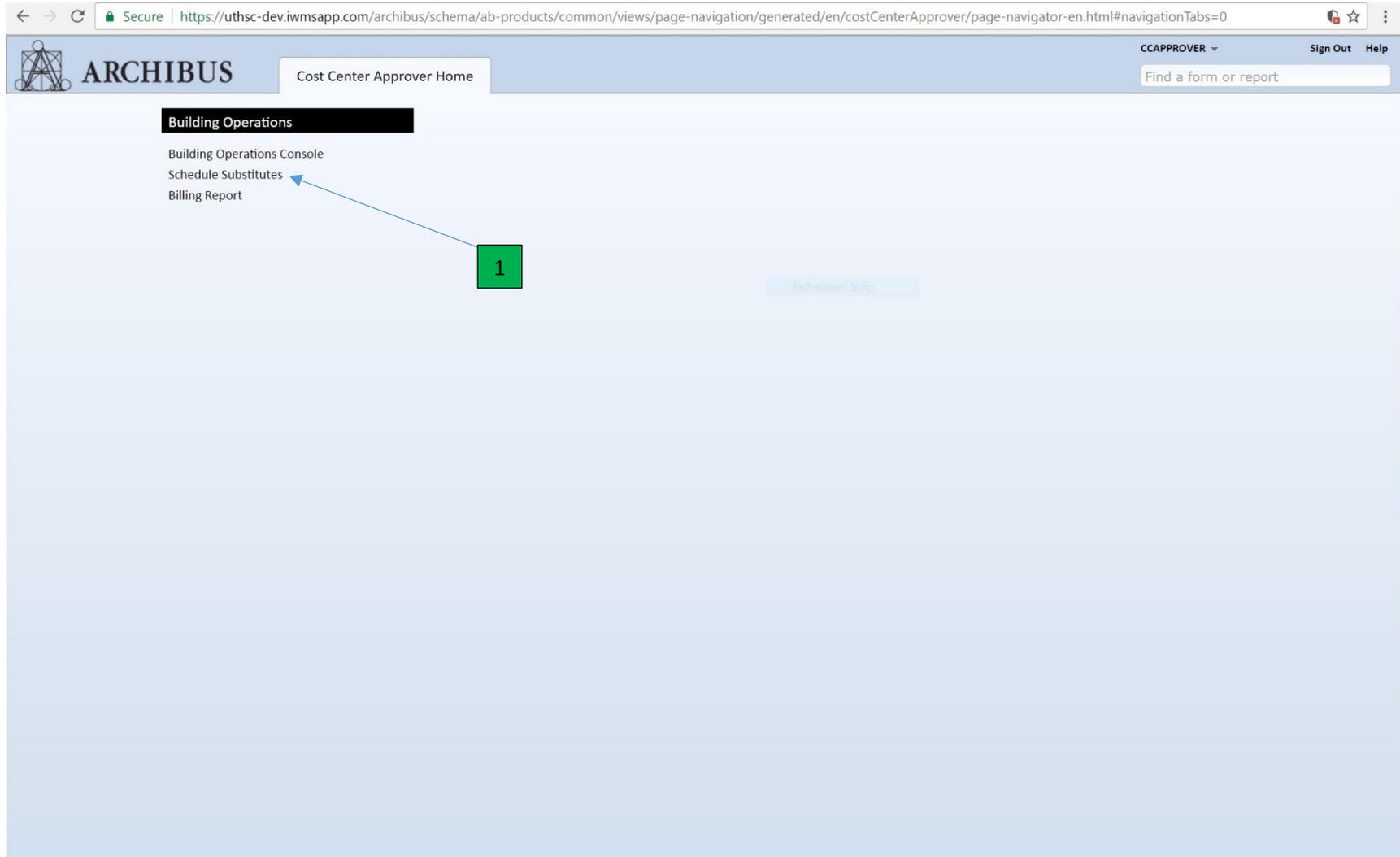


HOW TO SCHEDULE SUBSTITUTES

It may be necessary to select a substitute to fill in the event a Business Manager is absent. From the Cost Center Approver Home, click “Schedule Substitutes” under Building Operations.



Click "Add New", (2), on the Workflow Substitutes screen.

The screenshot displays the ARCHIBUS interface for the 'Workflow Substitutes' screen. The browser address bar shows the URL: <https://uthsc-dev.iwmsapp.com/archibus/schema/ab-products/common/views/page-navigation/generated/en/costCenterApprover/page-navigator-en.html#navigationTabs=0&eTask=ab-ser>. The page header includes the ARCHIBUS logo, 'Cost Center Approver Home', and a search bar with the text 'Find a form or report'. The main content area is divided into two sections: 'Schedule Substitutes' and 'Workflow Substitutes'. The 'Workflow Substitutes' section is active and contains a form with the following fields: 'Employee Name', 'Substitute Employee Name', 'Start Date Unavailable', 'End Date Unavailable', and 'Comments'. A green box with the number '2' is positioned over the 'Add New' button, with an arrow pointing to it. The page also features a 'Full-screen Snip' button and navigation buttons like 'Save', 'Delete', and 'Cancel'.

Using the ellipses button, (3), select the name of the employee to act as a substitute. Enter start, (4), and end, (5), dates. Note: If no dates are entered, the substitute will remain activated until removed. Click the "Save", (6), button.

The screenshot shows the ARCHIBUS 'Schedule Substitutes' interface. The page title is 'Schedule Substitutes' and the sub-section is 'Workflow Substitutes'. The interface includes a search bar, 'Add New', 'Refresh', and 'Save', 'Delete', 'Cancel' buttons. The main content area shows a form with the following fields:

- Employee Name
- Start Date Unavailable
- Comments
- Substitute Employee Name
- End Date Unavailable

Four green boxes with numbers 3, 4, 5, and 6 are overlaid on the form, with arrows pointing to the following elements:

- Box 3 points to the ellipses button next to the 'Substitute Employee Name' field.
- Box 4 points to the 'Start Date Unavailable' field.
- Box 5 points to the 'End Date Unavailable' field.
- Box 6 points to the 'Save' button.

The interface also displays 'No records to display.' on the left side.