

**Work Instruction**

**SBWP - Adopt Substitution (Document)**

**SBWP**

**Purpose**

Use this procedure to adopt the work items of any IRIS user for whom you are a substitute.



If you have been established as a permanent substitute, then the work items will already appear in your inbox and you will not need to adopt the substitution.

**Trigger**

Perform this procedure when you need to approve items residing in the inbox of another IRIS user for whom you are a substitute.

**Prerequisites**

- You must have been established as a substitute for the IRIS user for whom you need to approve items.

**Menu Path**

This transaction is accessed via an icon on the *SAP Easy Access* menu. The instructions below will show you the icon to be used.

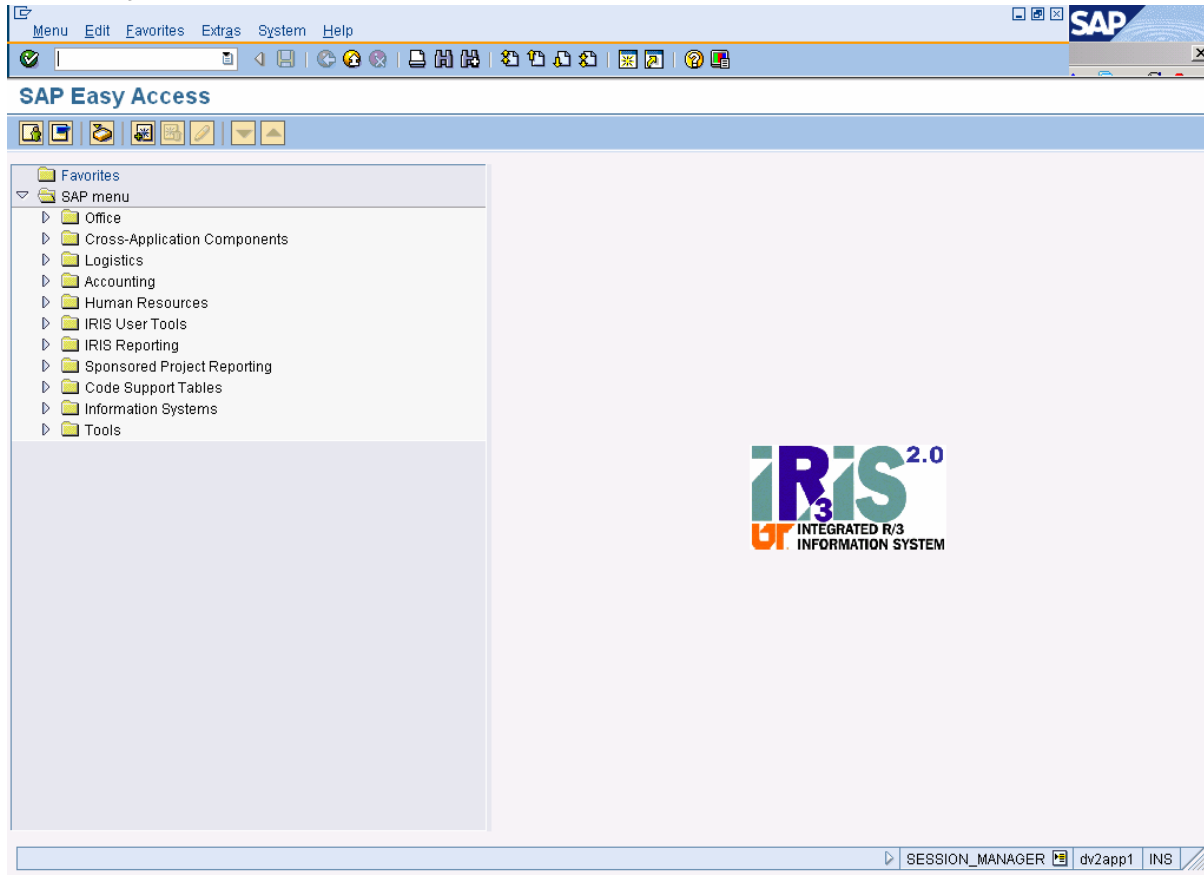
**Transaction Code**


**SBWP**

## Procedure

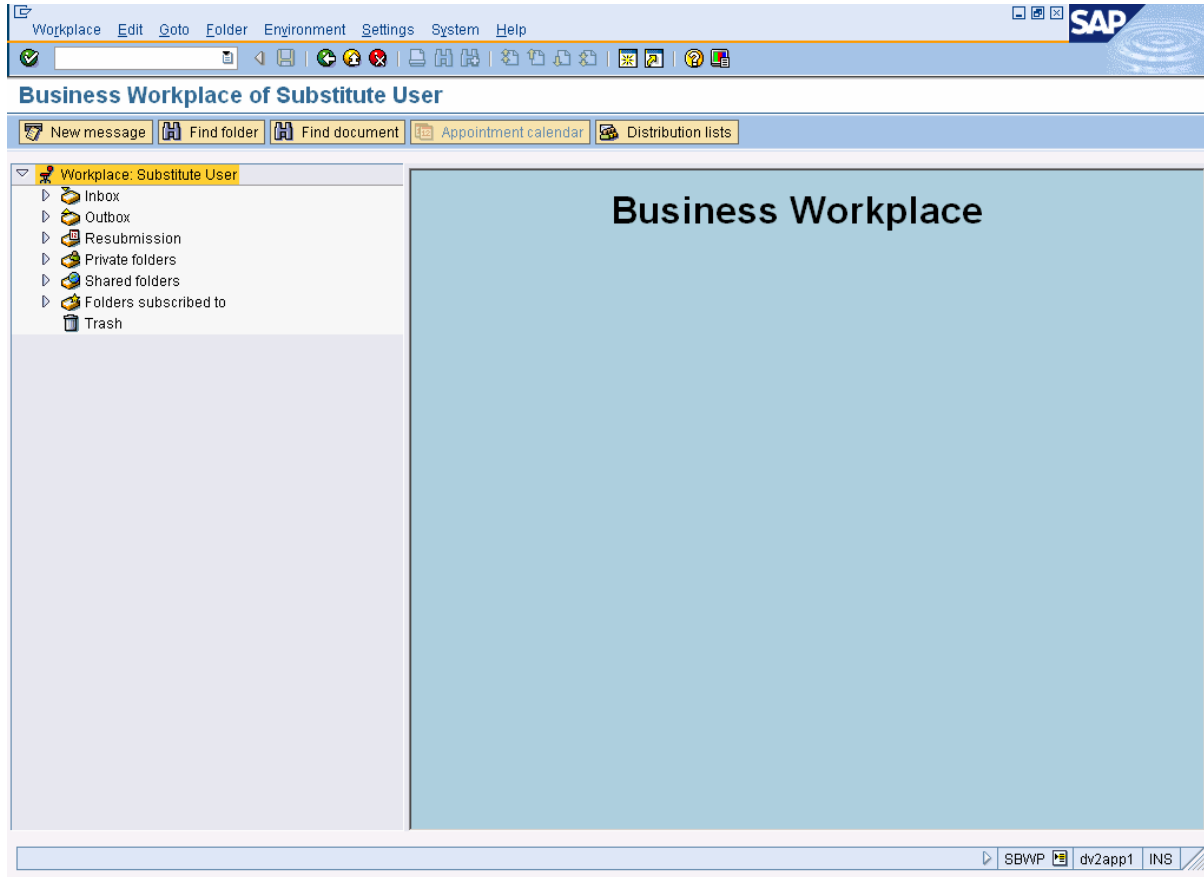
1. Start the transaction from the *SAP Easy Access* menu screen.

### SAP Easy Access




2. Click  (**SAP Business Workplace**) on the Application toolbar. Your *Business Workplace* screen will be displayed.

## Business Workplace of Substitute User



3. Click  Inbox .

4. Click  Workflow 0 .



If you had any work items of your own, they would display in the right-hand panel of the screen at this point. If you were a permanent substitute for another user, any work items belonging to the primary user would also show here.

## Business Workplace of Substitute User


The screenshot shows the SAP Business Workplace interface for a substitute user. The window title is "Business Workplace of Substitute User". The menu bar includes "Workplace", "Edit", "Goto", "Folder", "Environment", "Settings", "System", and "Help". The toolbar contains icons for "New message", "Find folder", "Find document", "Appointment calendar", and "Distribution lists". The left sidebar shows a folder tree for "Workplace: Substitute User" with "Inbox" expanded, listing "Unread Documents 0", "Documents 0", "Workflow 0", "Overdue entries 0", "Deadline Messages 0", and "Incorrect entries 0". The main area displays "Workflow 0" with a table header: "Ex...", "Title", "Status", "Creation D...", "Creation ...", "Att...", "Co...", "W...". The bottom of the window shows the status bar with "SBWP", "dv2app1", and "INS".



The user in this example, SUBSTITUTE01, does not have any work items in his inbox. SUBSTITUTE01 user was set as an "as-needed" substitute. That implies that the user must manually adopt the items of the primary user before they will appear in the inbox. Users created as "permanent" substitutes will automatically have the items of the primary appear in his or her inbox.

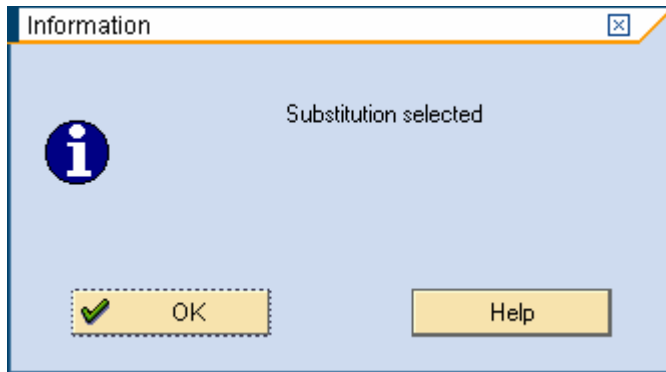
5. On the main menu bar, select **Settings** → **Workflow settings** → **Adopt substitution**. The *Choose a Substitution* screen will be displayed showing all of the users for whom you are a substitute.


### Choose Substitution

Name	Substitute
 DEPTMGR01	<input type="checkbox"/> DEPTMGR01

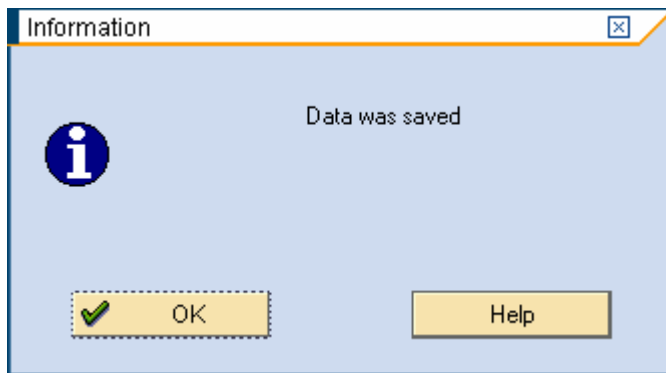
6. Click the checkbox by the ID of the user for whom you will adopt work items. In this example, the primary user is DEPTMGR01. You will receive a message that the substitution was selected at the bottom of the screen.

### Information



7. Click  **(Continue)**. Your *Business Workplace* screen will be displayed again and you will see a message at the bottom of the screen that the data was saved, indicating that the substitution was successfully adopted.

### Information



The work items of the primary user should now appear in your inbox. Your own work items will continue to be displayed in your inbox as well.

## Business Workplace of Substitute User

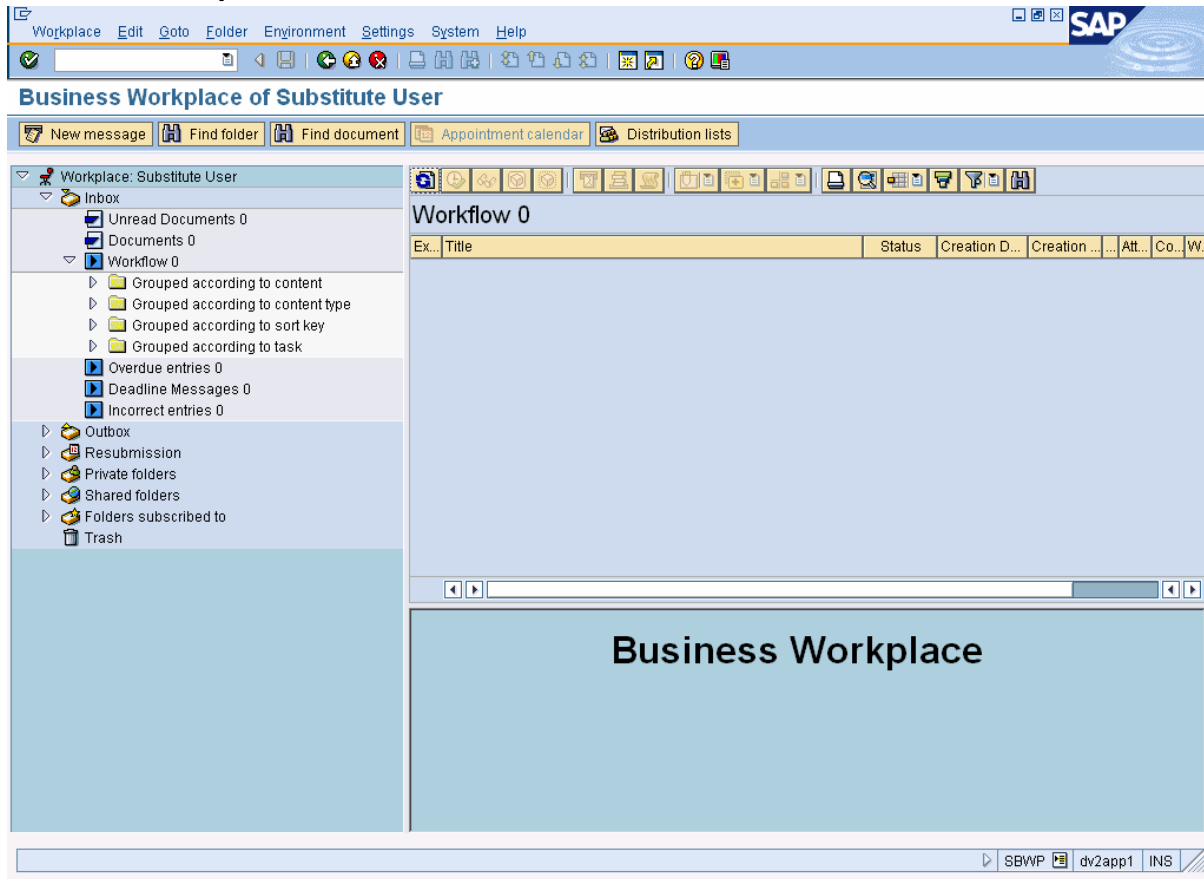
Ex...	Title	Status	Creation D...	Creation ...	Att...	Co...	W.
	Invoice 5105601397 2007 DELL MARKETING LP		02/27/2007	15:01:33	5		
	Invoice 5105601403 2007 DUMMY VENDOR		02/27/2007	15:01:31	5		
	Net vendors 2400700200 TWE		12/05/2006	15:00:40	5		
	Net vendors 2400700170 INV NUMBER		12/05/2006	09:44:03	5		
	Net vendors 2400700013 X		08/17/2006	14:17:52	5		
	Additional Pay Change for Rich, Jane rejected by Chao, Janet		03/17/2006	12:07:24	5		
	Requisition 10000890 for \$5.00		11/16/2005	16:02:18	5		
	Guest Traveler for Mouse V, Mortimer M.		07/08/2005	14:50:52	5		
	Position 75000079 02012005-By Dept Spec		01/25/2005	17:05:12	5		

Business Workplace


Data was saved | SBWP | dv2app1 | INS

8. When you are finished working with the other user's work items, you should end the substitution in order to remove the remaining items of the primary user from your inbox. On the main menu bar, select **Settings** → **Workflow settings** → **End substitution**.

## Business Workplace of Substitute User



The inbox of this “as-needed” substitute is again empty after the substitution was ended. The action to end the substitution removes any items from the inbox belonging to the primary user that were not acted upon in some way (approved, rejected, etc.). Because “permanent” substitutes do not need to adopt substitution, they do not have to end substitution. Therefore, work items may stay in the inbox of “permanent” substitutes if they were not acted upon.

9. Click  (**Exit**) to return to the *SAP Easy Access* menu.
10. You have completed this transaction.

## Result

You have now learned how to adopt and end substitution for any IRIS user for whom you are a substitute.

## Comments

It is only necessary to perform the steps for adopting substitution if you were established as an as-needed substitute. If you were established as a permanent substitute, the work items of the IRIS user for whom you are a substitute will already appear in your inbox.



For assistance, contact the IRIS Helpdesk at [irishelpdesk@tennessee.edu](mailto:irishelpdesk@tennessee.edu).