

Absence management for superusers

This module allows you to create, modify or delete absence time slots for all users. This functionality is available to all users, with different levels of access depending on their role within the platform.

All users can create an absence in their name in the module. However, superusers can also create a new absence or modify an absence configured for or by another user if it has not been created by another superuser and is not currently running.

STEP 1

To manage absences, navigate to the absence management module (from the menu under **Administration, Absence management**).

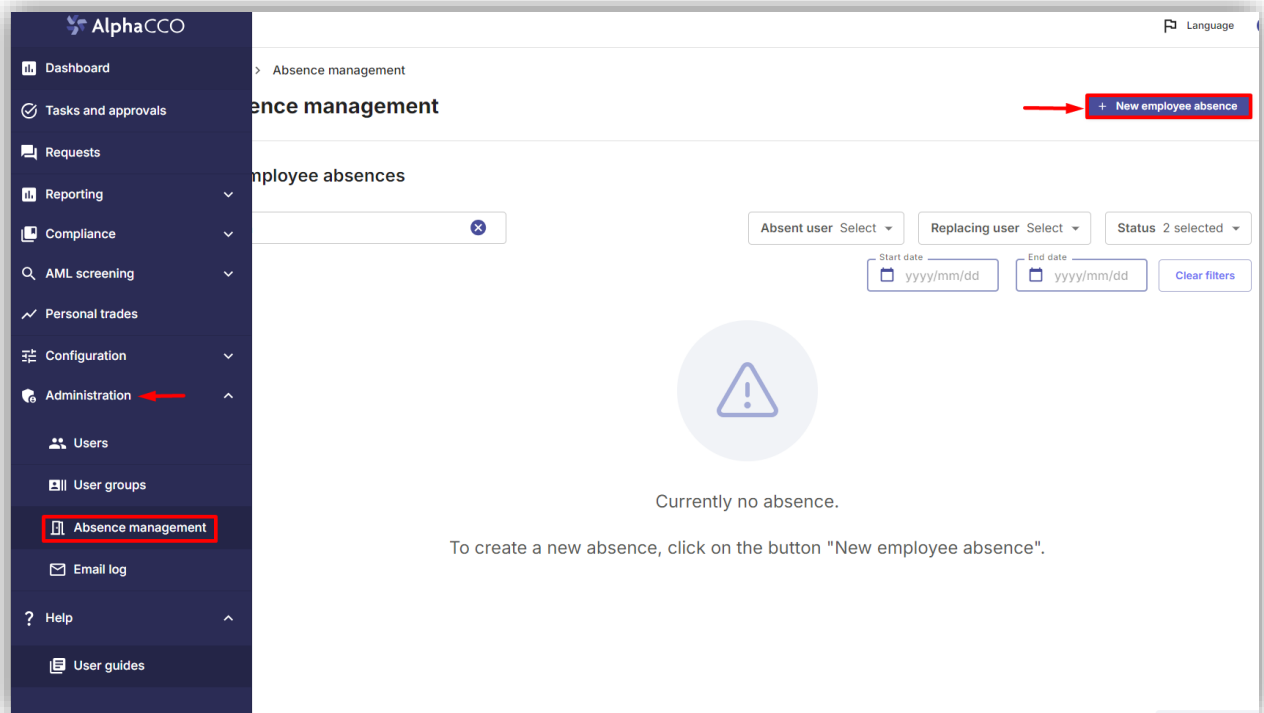


Figure 1: Absence management module

STEP 2

Fill in the Absence **start date** and **End date** fields, then select the **Absent user**, the **Replacement user for tasks**, and the **Replacement user for approvals**, then click on **Create**.

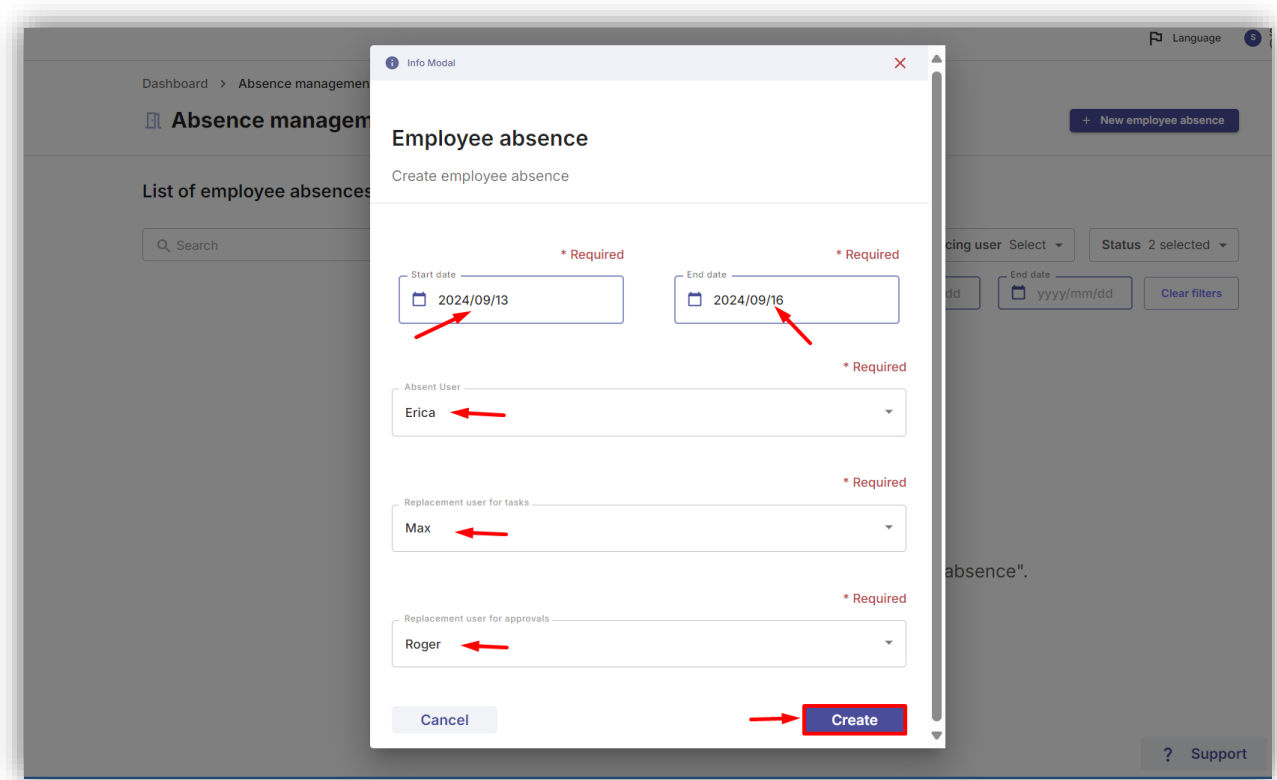


Figure 2: Parameters window for creating a period of absence.

options reserved for superusers

Search by username in the **Search by username** field to display all absences configured for this user.

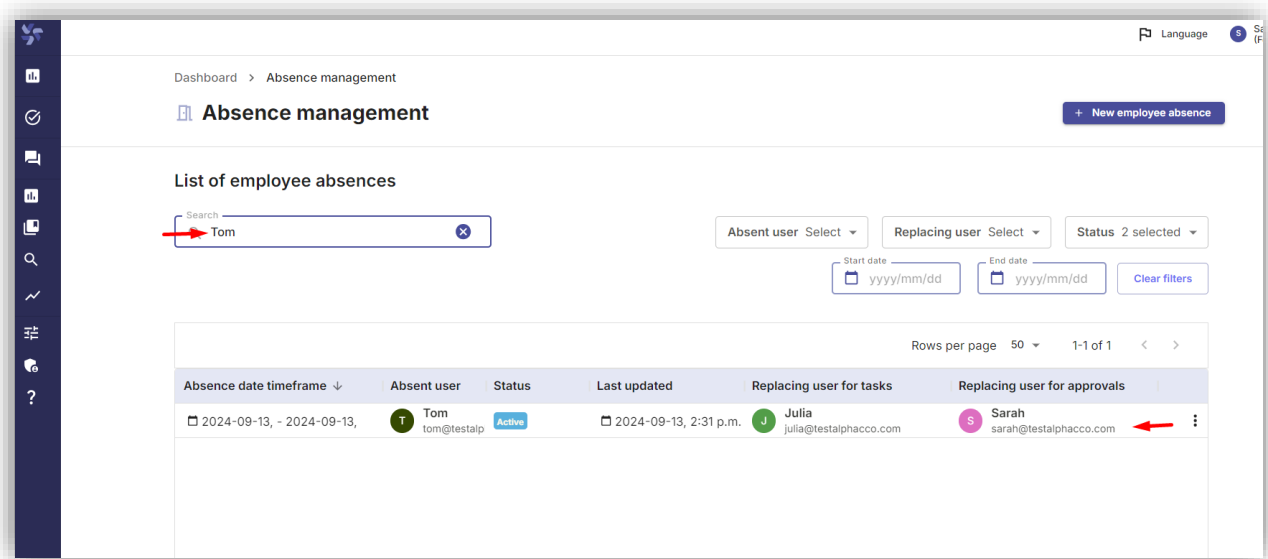
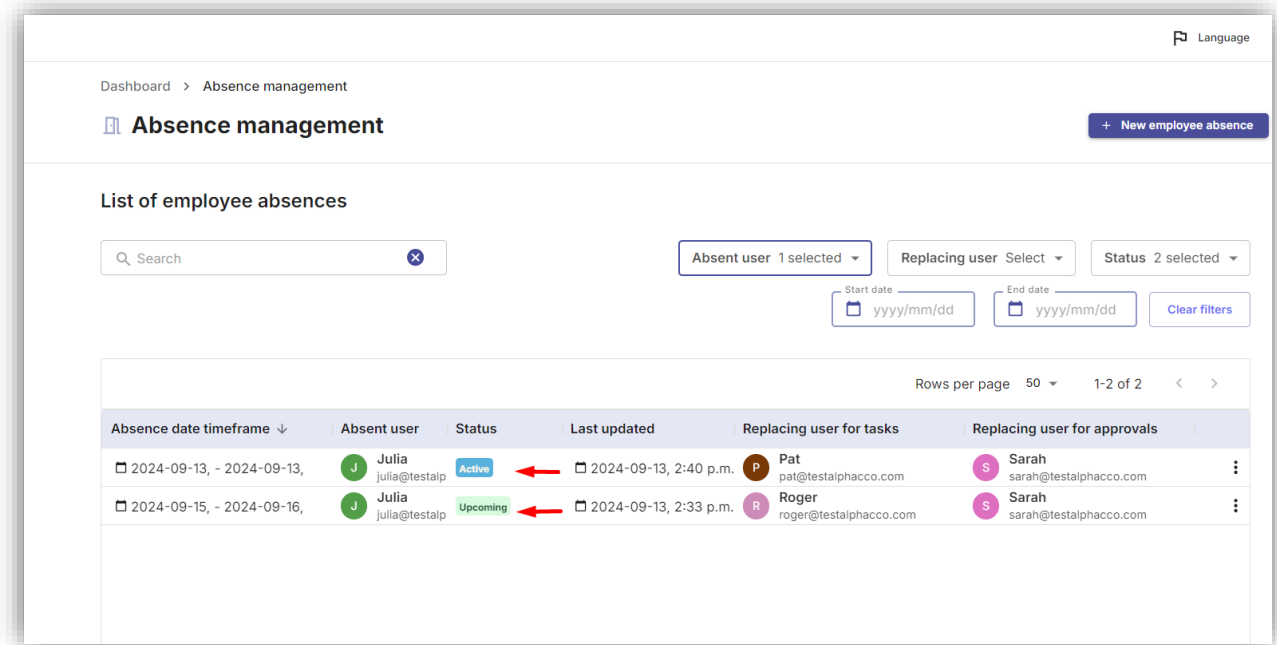
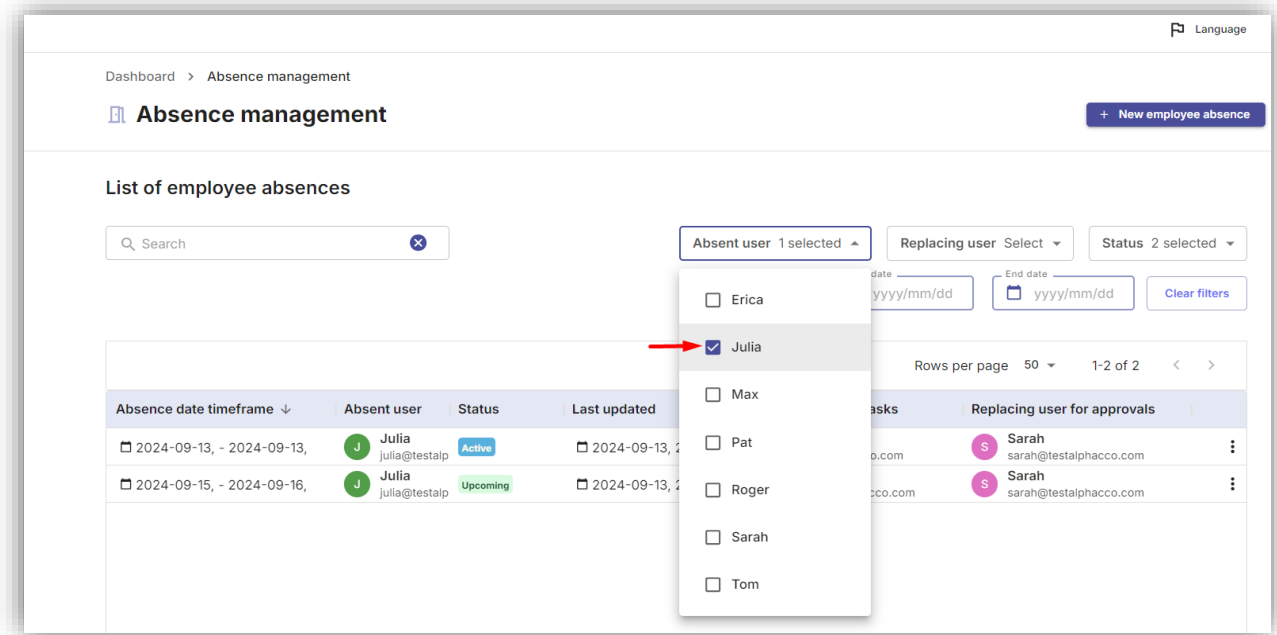


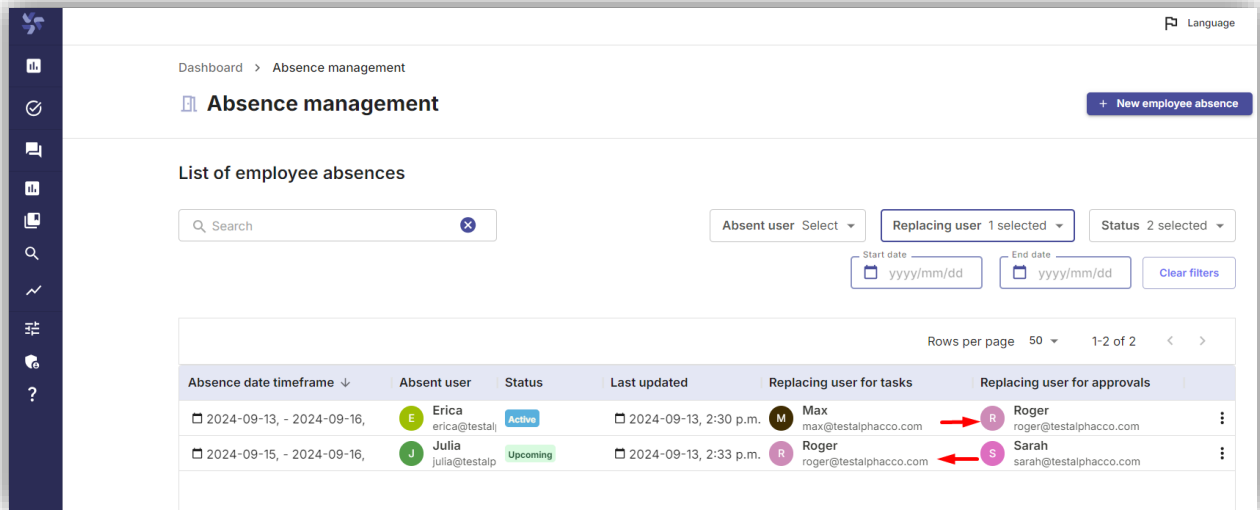
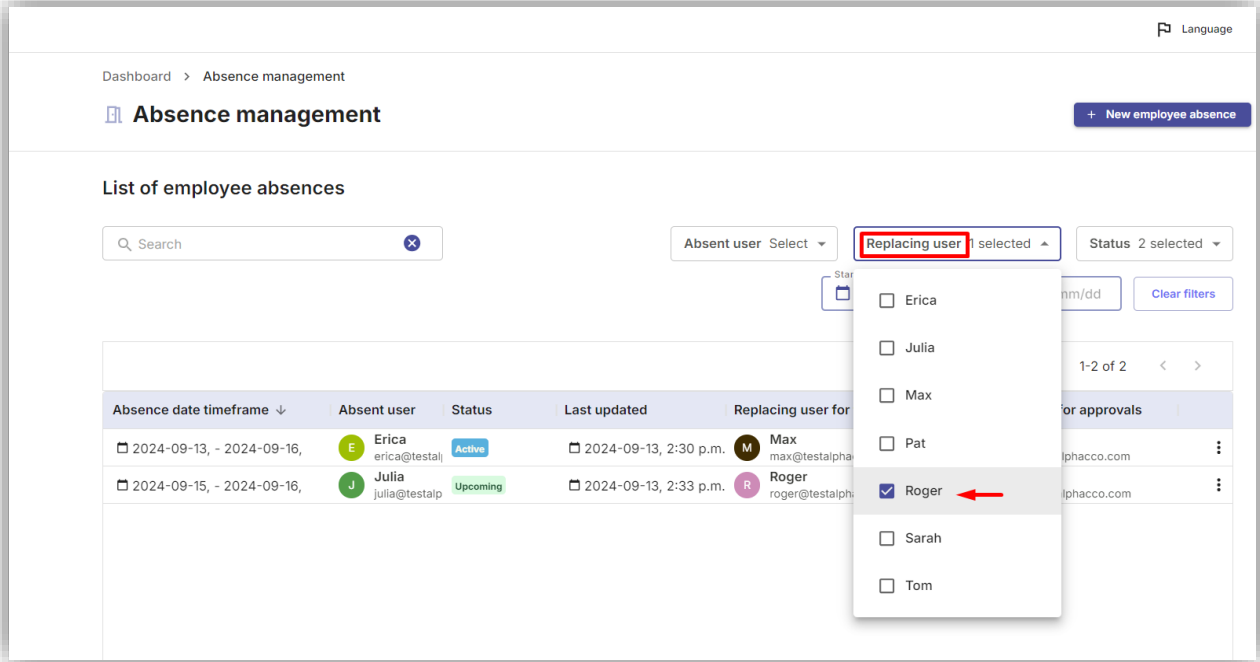
Figure 3: Absence management module, list of user absences

Select one or more users in the **Absent user** field to display all current and upcoming absences for that user.



Figures 4 and 5: Absence management module, list of user absences

Select one or more users in the **Replacing user** field to display all current or future replacements assigned to this user.



Figures 6-7: Absence management module, list of replacements assigned to a user

Absences can be viewed according to the following statuses:

- **Past:** List of absences for which the period has ended.
- **Active:** List of current absences.
- **Upcoming:** List of planned absences that have not yet started.

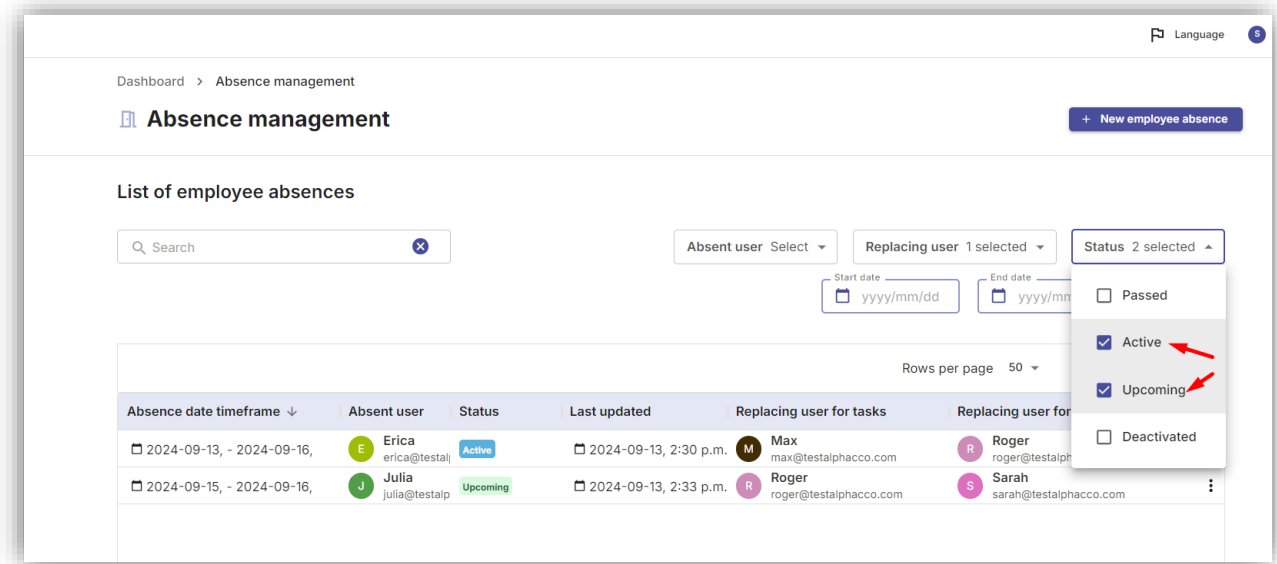


Figure 8: Absence management module, list of active and upcoming absences

Use the **Start date** and **End date** filters to display absences according to a given period.

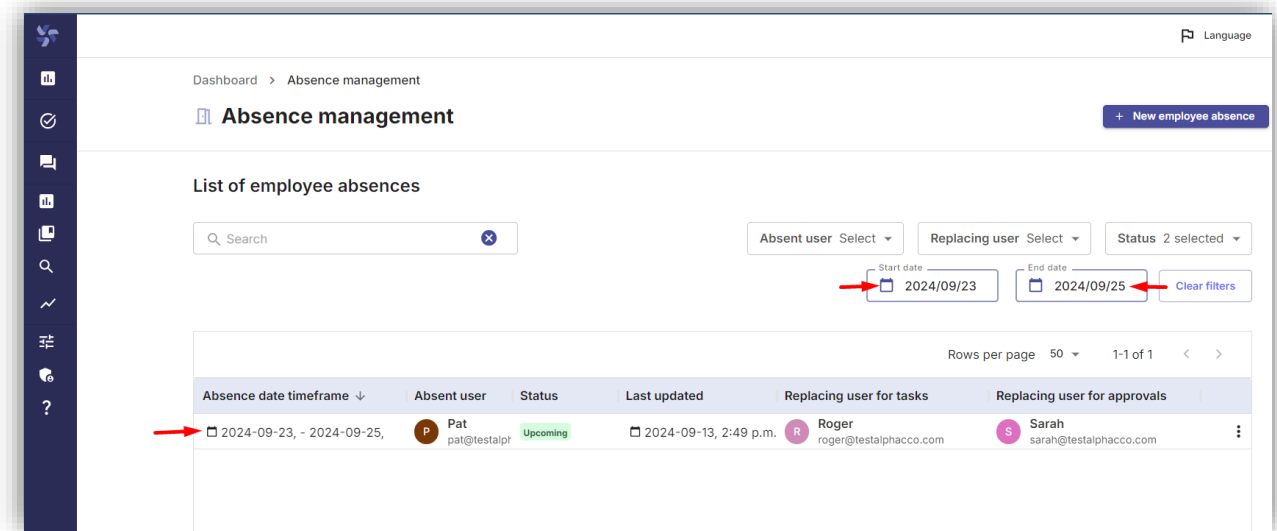


Figure 9: Absence management module, list of absences by period

Click on the settings for each absence to access the **Modify**, **Delete** and **Deactivate** options.

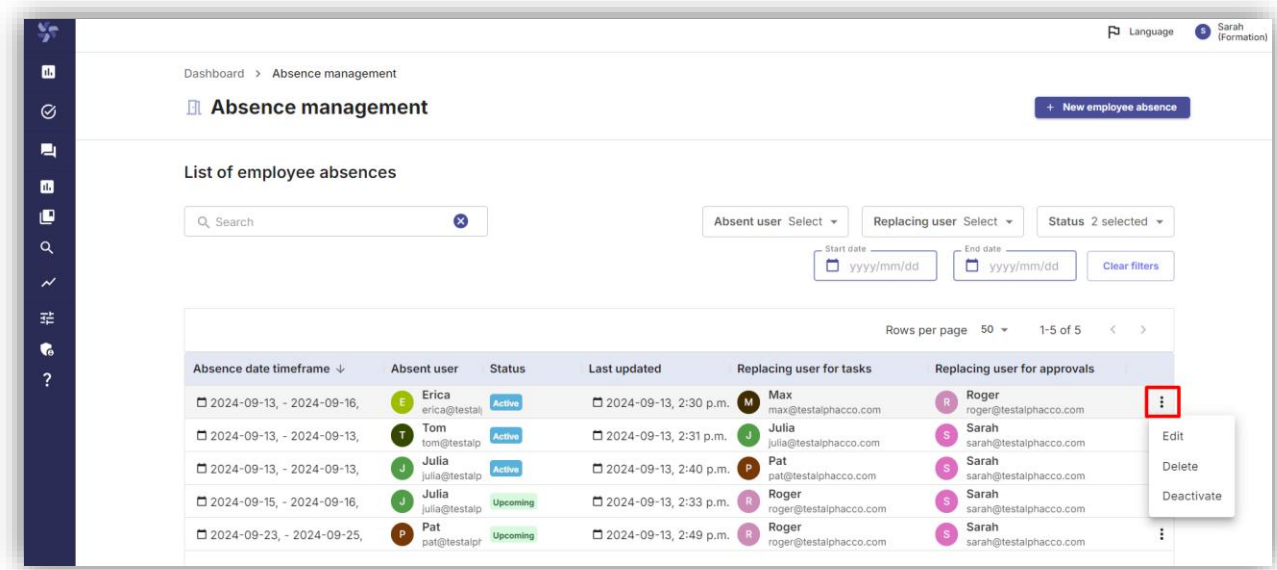


Figure 10: Absence management module, delete, modify and deactivate options

- **Modify:** allows you to modify the absence period and substitute users for tasks and approvals.
- **Delete:** deletes a configured absence.
- **Deactivate:** deactivates a configured absence that is active.

NOTES

Please note that this document is a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.