

# Absence management for superusers

*This module lets you create, modify or delete absence periods for all users. This functionality is available to all users, with different levels of access depending on the user's role within the platform.*

**Note:** 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 that the end date is in the future if the absence is running.

## STEP 1

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

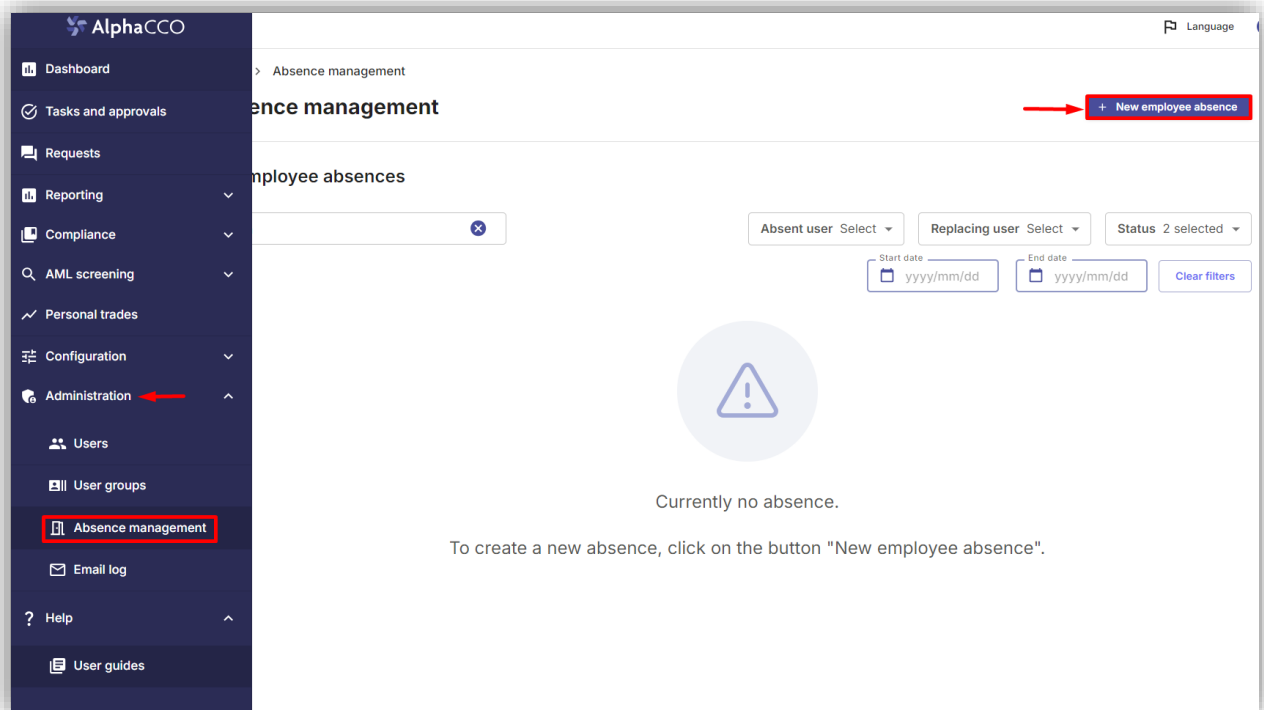


Figure 1: Absence management module

STEP 2

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

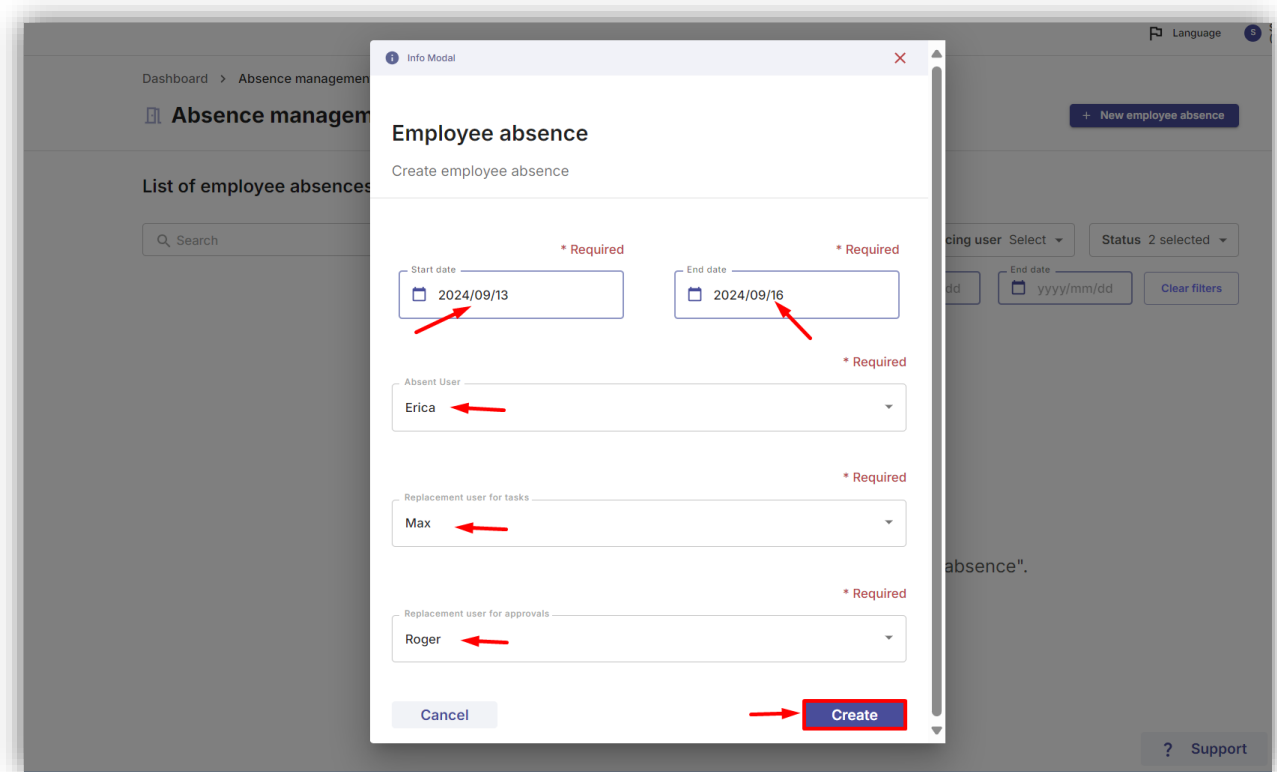


Figure 2: Parameters window for creating a period of absence.

Options reserved for superusers

STEP 1

Search by the user's name in the Search field to display all absences configured for this user.

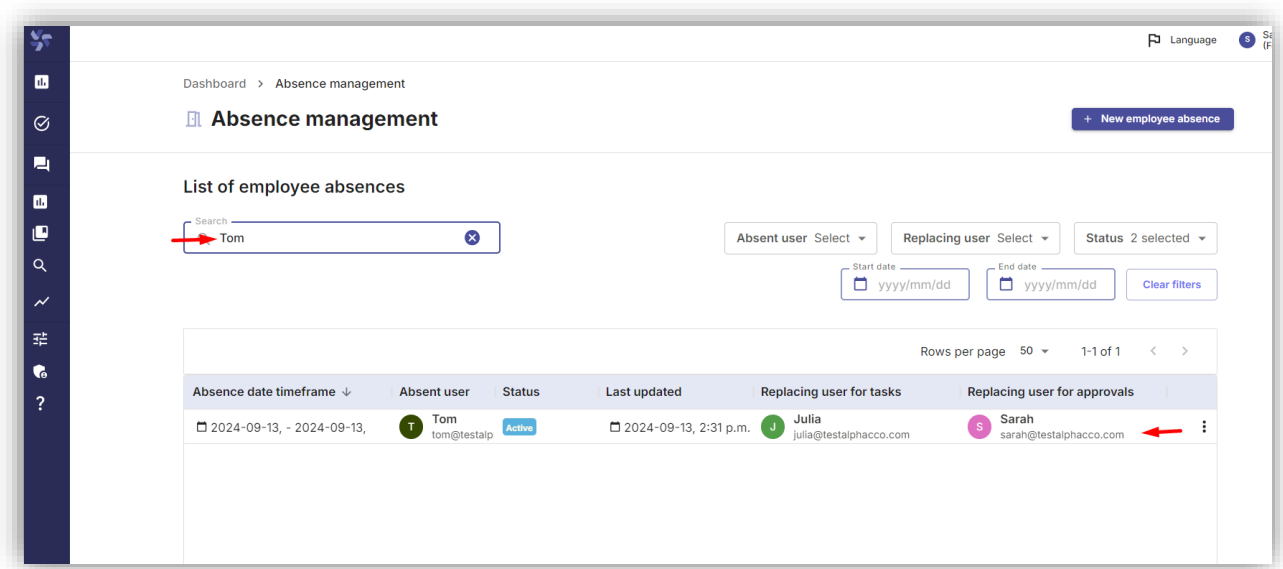
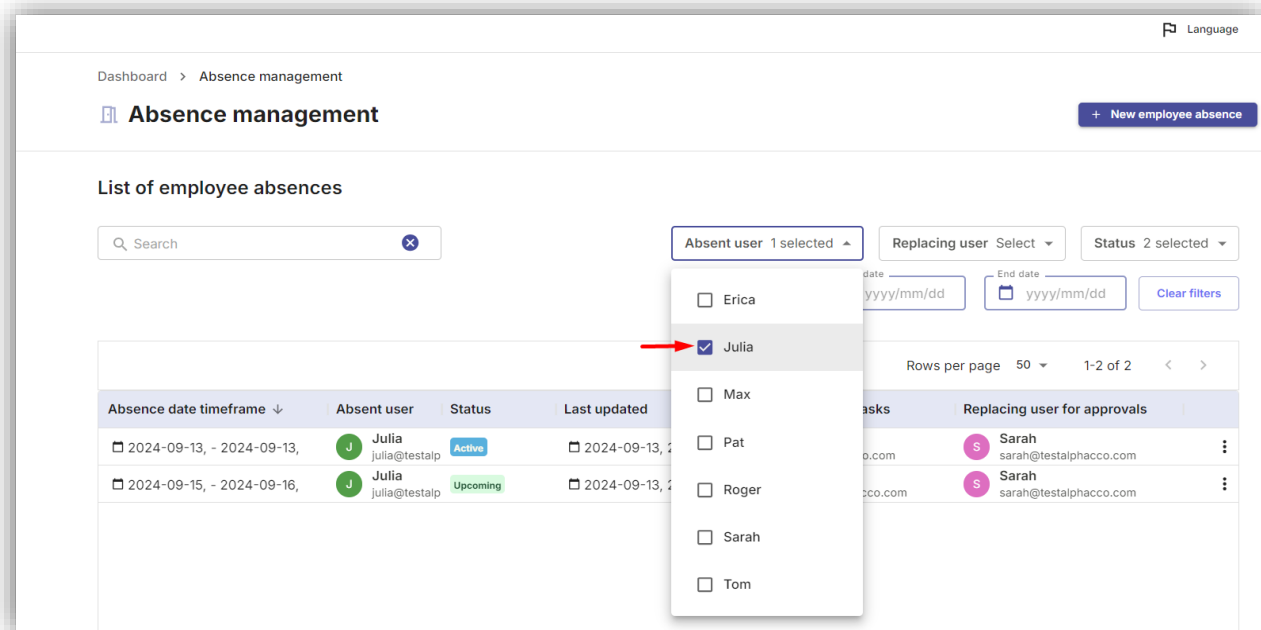
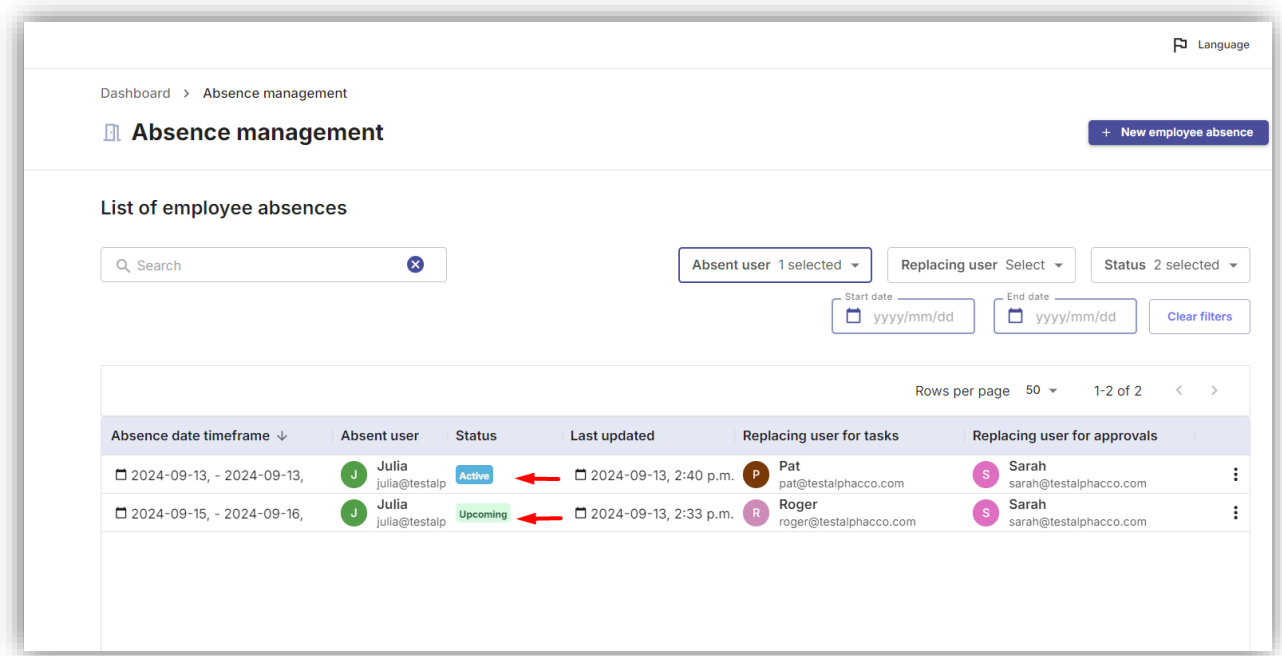


Figure 3: Absence management module, list of user absences

STEP 2

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

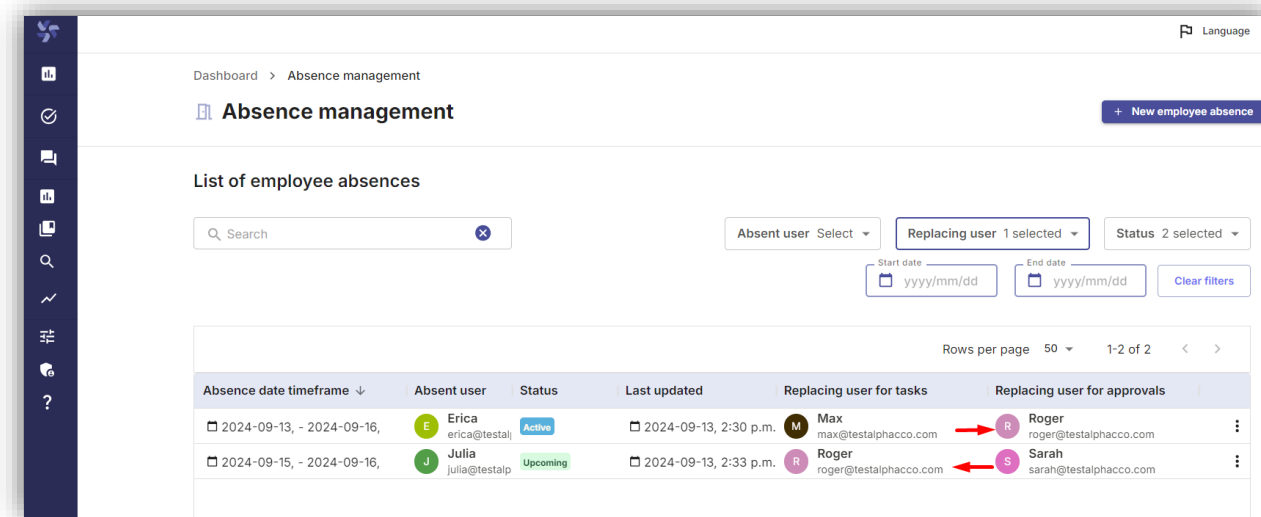
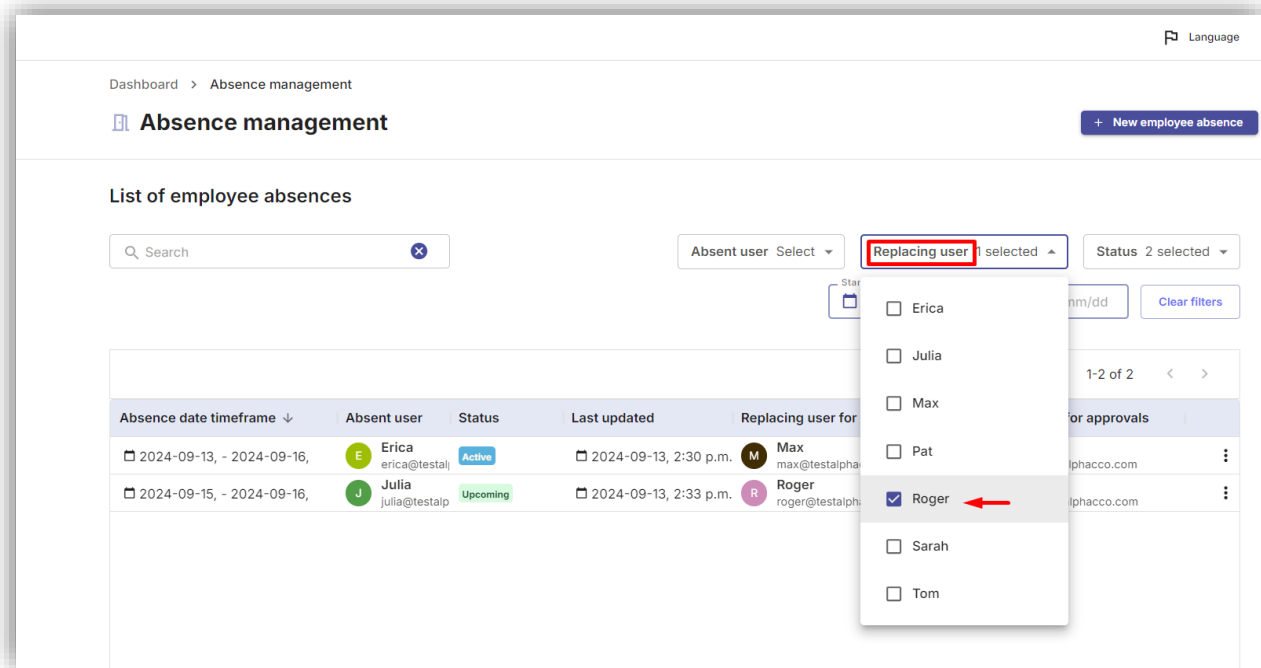




Figures 4 and 5: Absence management module, list of user absences

**STEP 3**

Select one or more users in the **Replacing user** field to display all current and future replacements for that user.



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

Absences can be viewed based on the following statuses:

- **Past:** List of absences for which the period has ended.
- **Active:** List of current absences.
- **Coming soon:** List of absences not started.

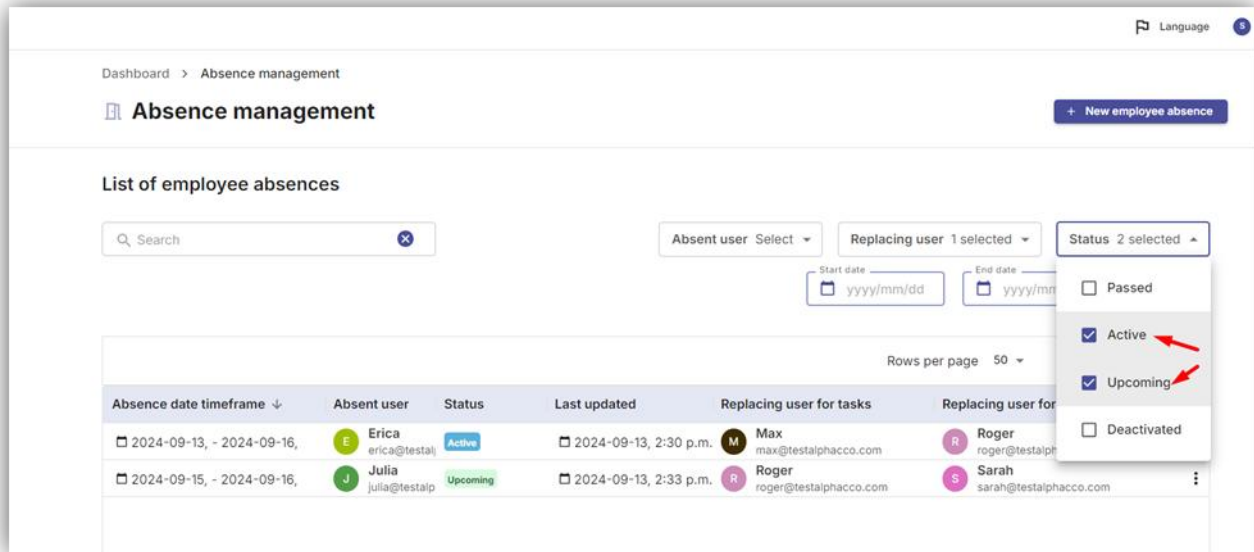


Figure 8: Absence management module, list of active and upcoming absences

STEP 4

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

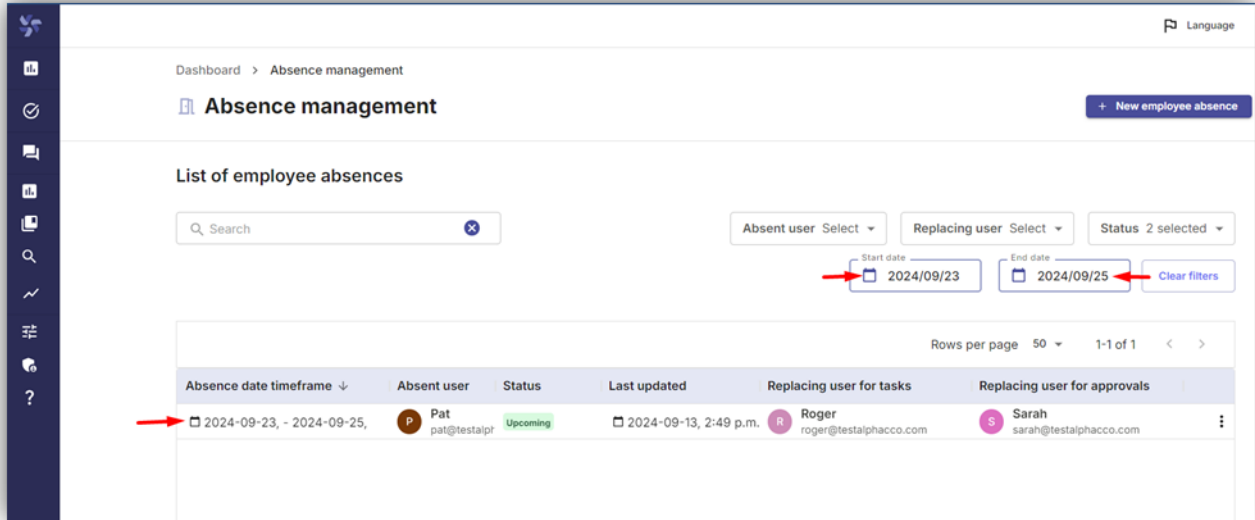


Figure 9: Absence management module, list of absences by period

STEP 5

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

- **Modify:** modify the absence period and replacing users for tasks and approvals
- **Delete:** Remove a configured absence.
- **Deactivate:** Disable a configured absence that is active.

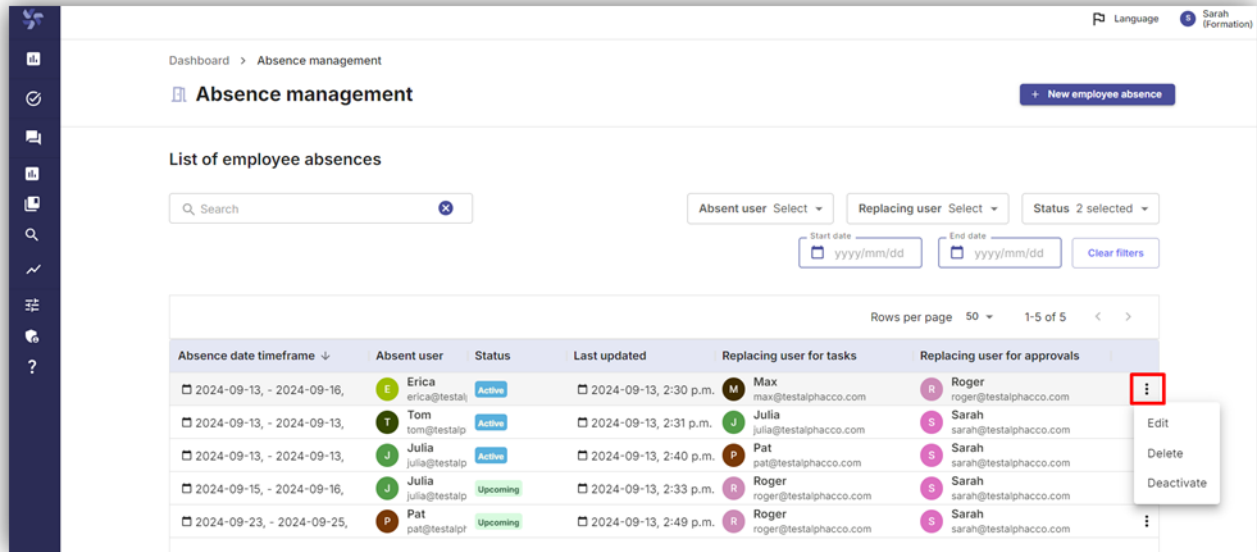


Figure 10: Absence management module, delete, modify and deactivate options

### Exclusion of controls in absence management

It is possible to exclude controls so that the task is sent to the user, even in his absence. This can be useful for tasks requiring only the user concerned to complete them. To do this, follow the steps below:

#### STEP 1

Go to **Configuration --> Controls**, find and check the control(s) you wish to exclude, then click on the **Absence management** button.

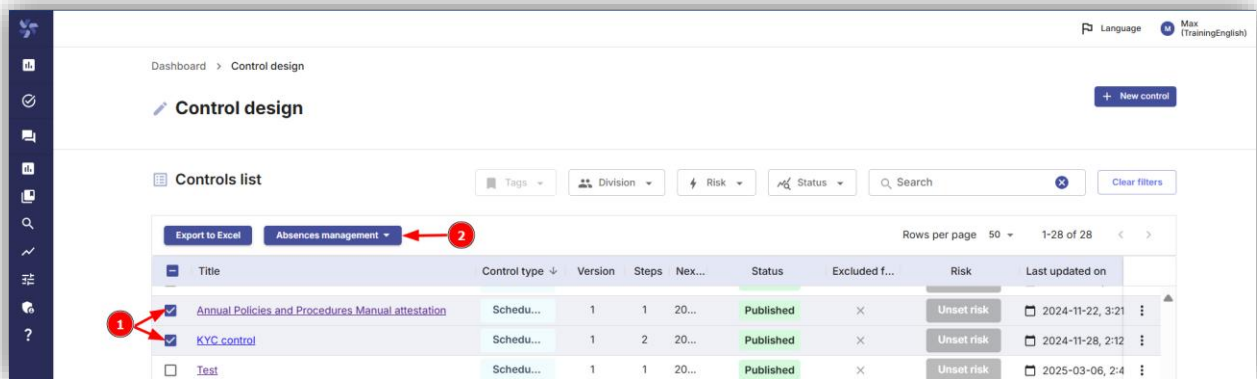


Figure 11: Control list page

STEP 2

In the small menu that appears, click on **Exclude selected controls**

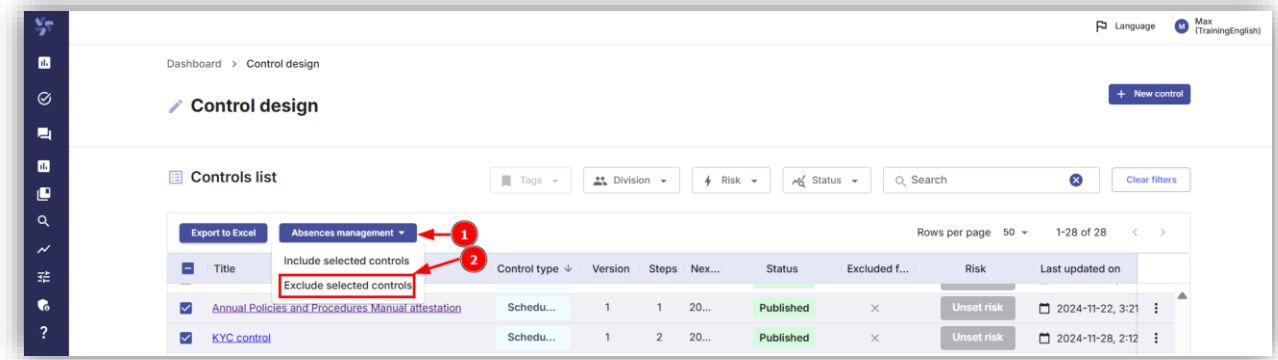


Figure 12: Exclude controls from absence management.

STEP 3

A confirmation window displays the list of checks that will be excluded from absence management. Click on **Confirm exclusion** to validate.

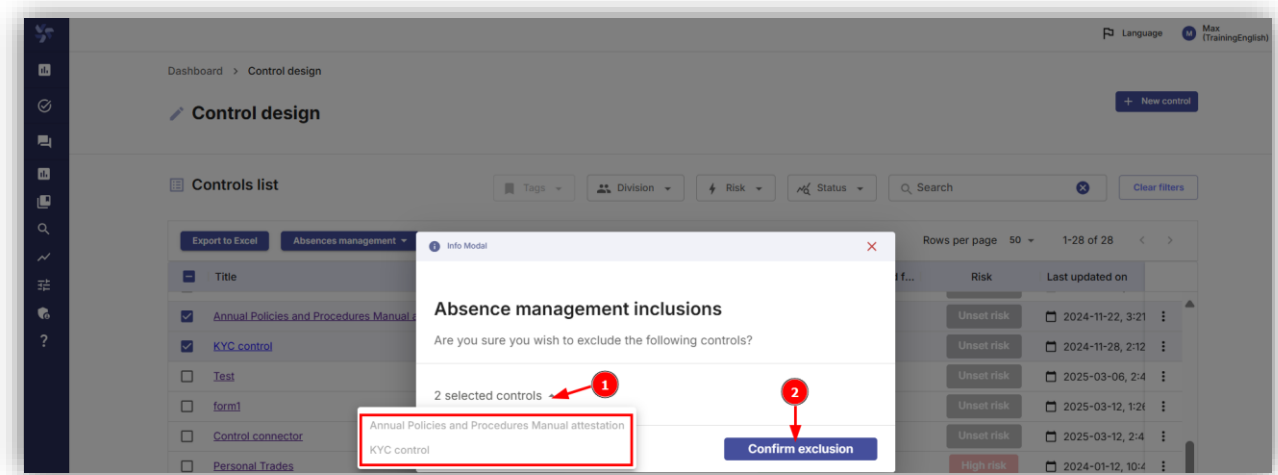


Figure 13: Confirmation Window for Excluding Controls in Absence Management

**STEP 4**

Once validated, a confirmation message appears, and the excluded controls display a checkmark icon in the **Exclude Absences** column.

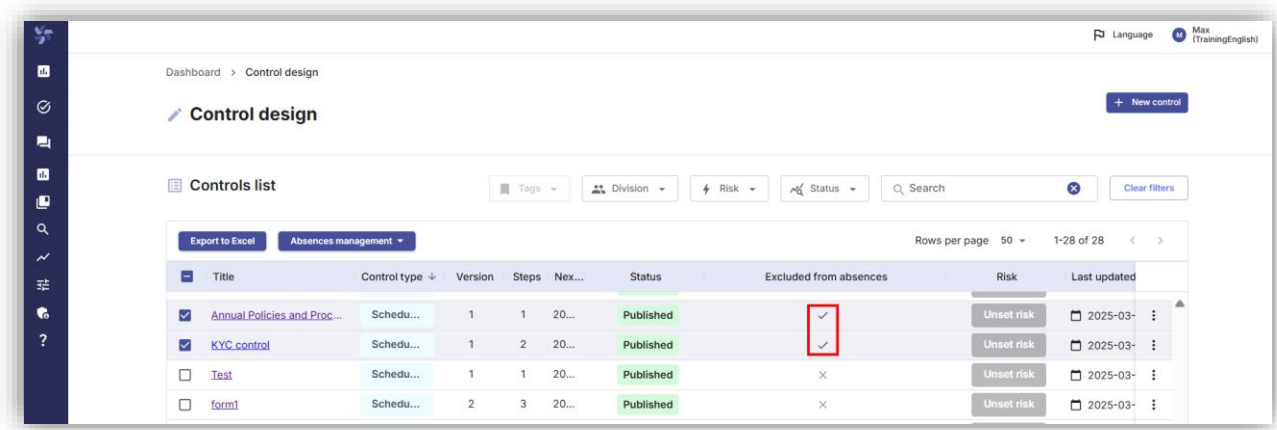


Figure 14: Control List Page Showing Controls Excluded from Absence management.

**NOTES**

Please note that this is only 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](mailto:support@alphacco.com)