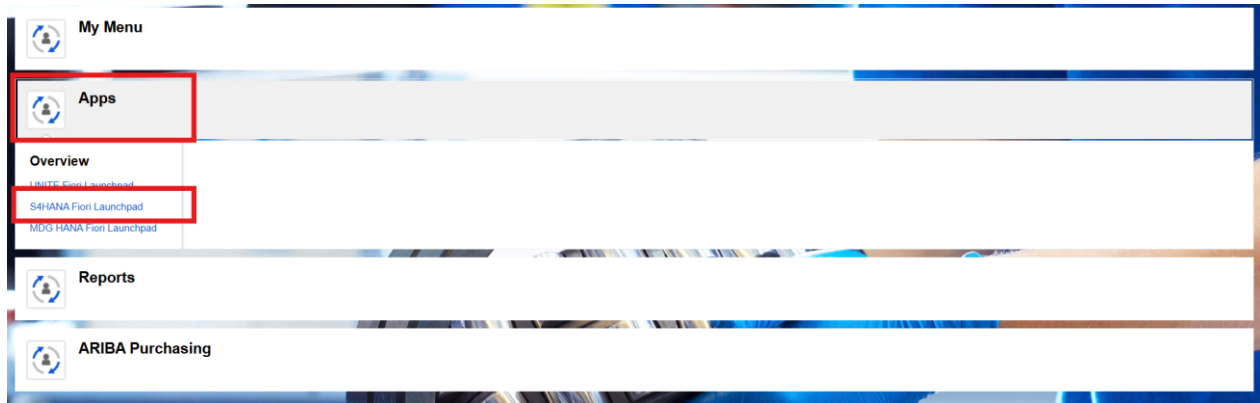
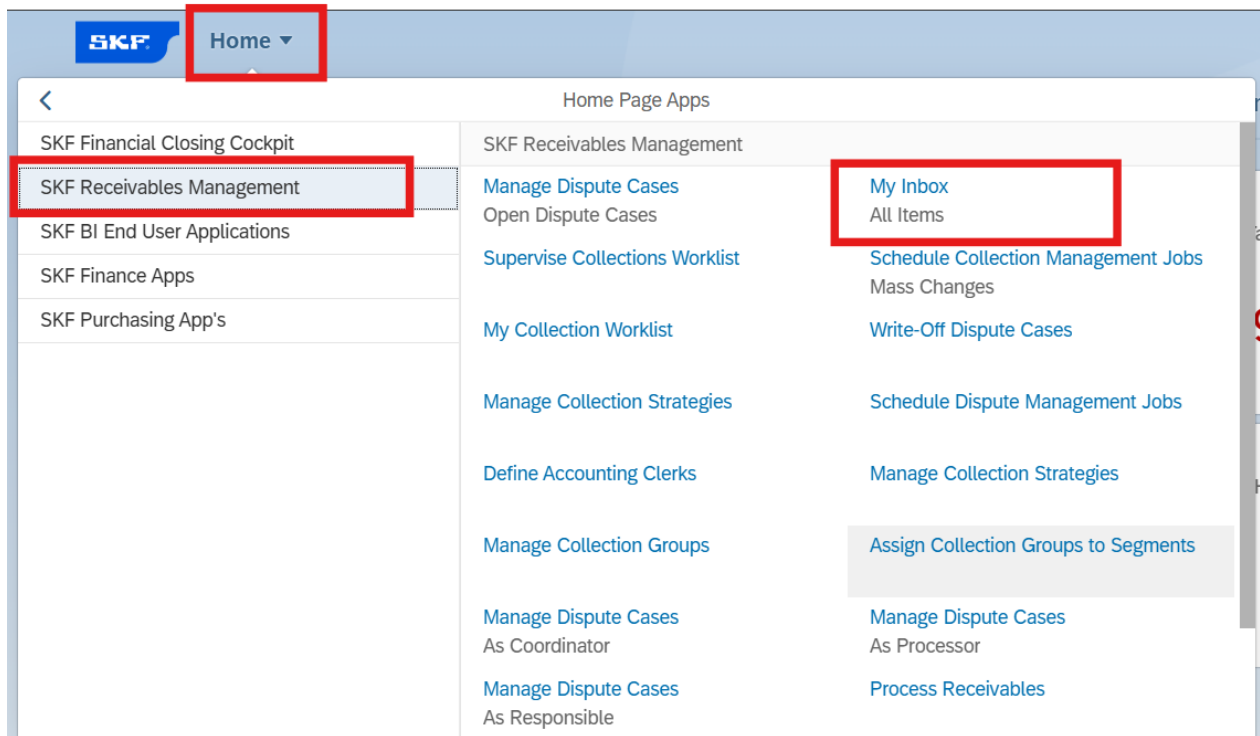


## How to set up delegation in VIM Opentext

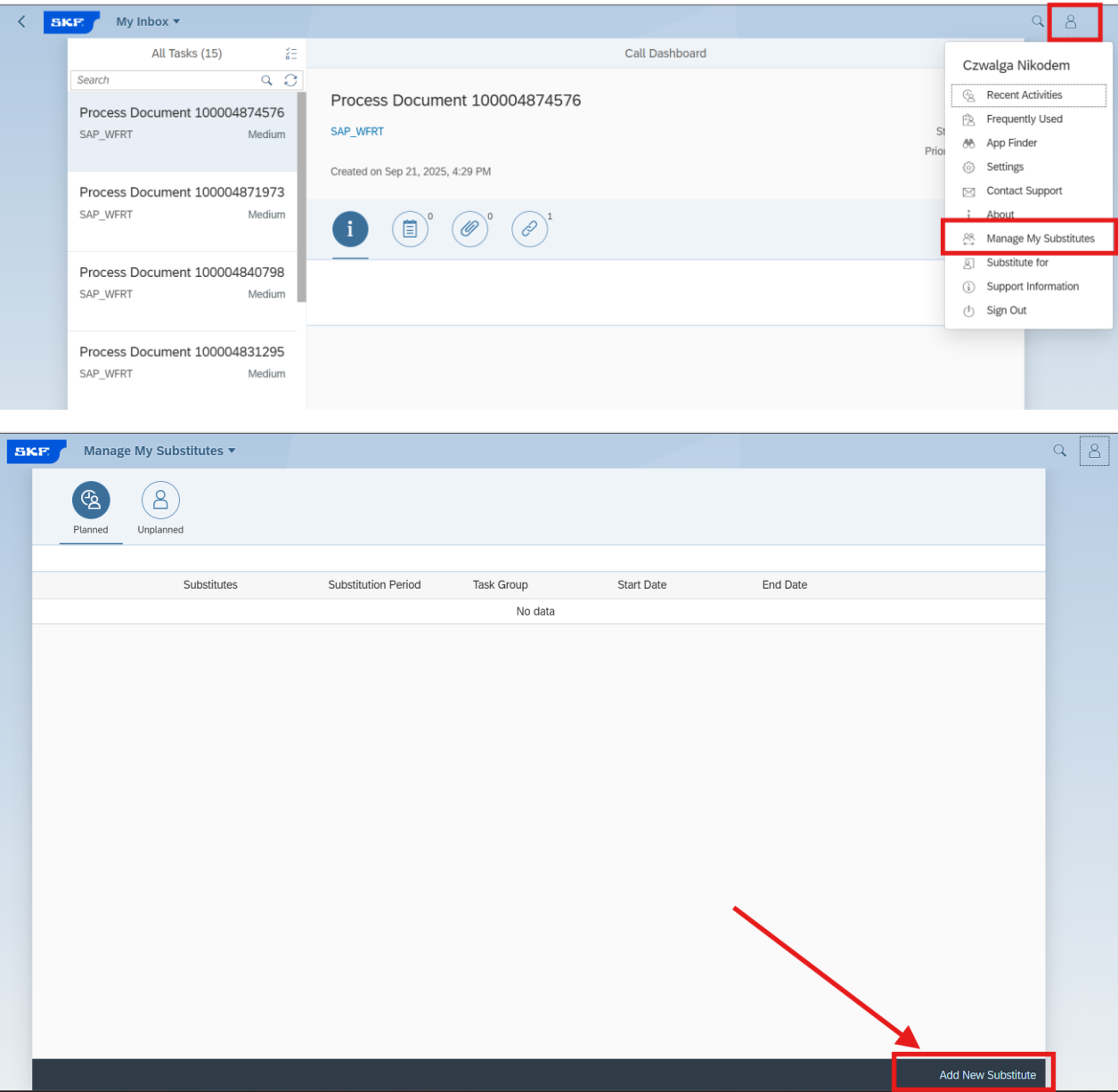
To set up a delegation rule in SAP during you absence you can use SAP Fiori Launchpad:



Using “Home” go to SKF Receivables Management and “My Inbox”:



Then press on the user icon, and go to “manage my substitutes”:



Search for the person who you want to use as your substitute during your absence and set up the period:

Substitutes

marta karnecka


Marta Karnecka

Global Finance Sustainability & Operatio

Cancel


<

Choose Substitution Period




Marta Karnecka

SAP IDM Default Company



Task Group

All Task Groups



Substitution Period

From 22 Sep 2025 To 26 Sep 2025

<

September

2025

>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	31	1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30	1	2	3	4

Save

Cancel