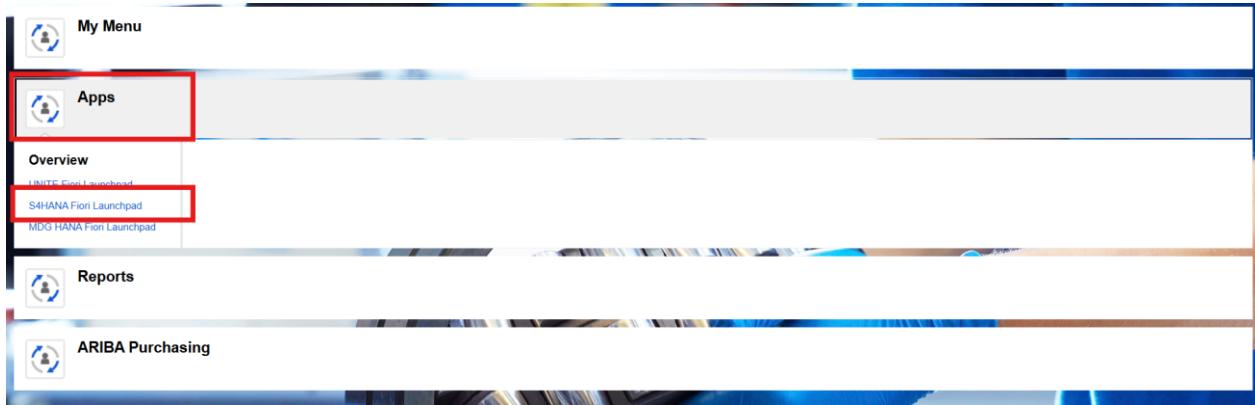
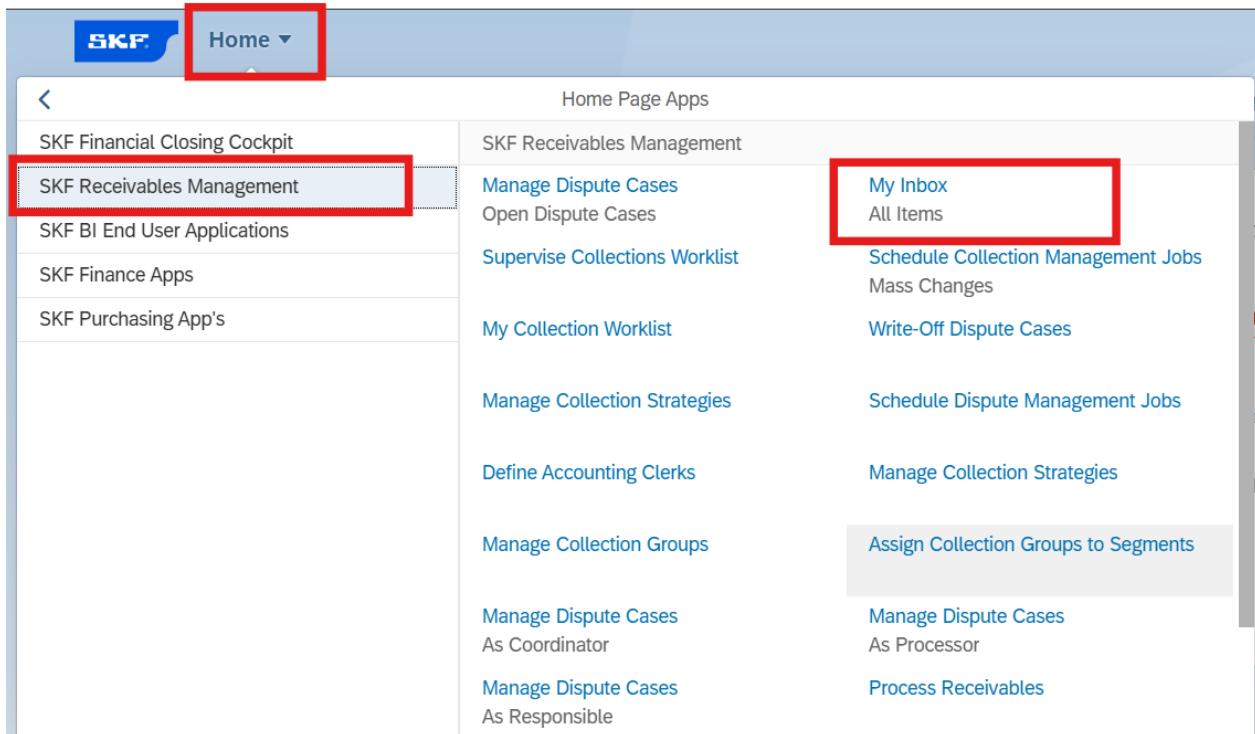


How to set up delegation in VIM Opentext

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



Using "Home" go to SKF Receivables Management and "My Inbox":



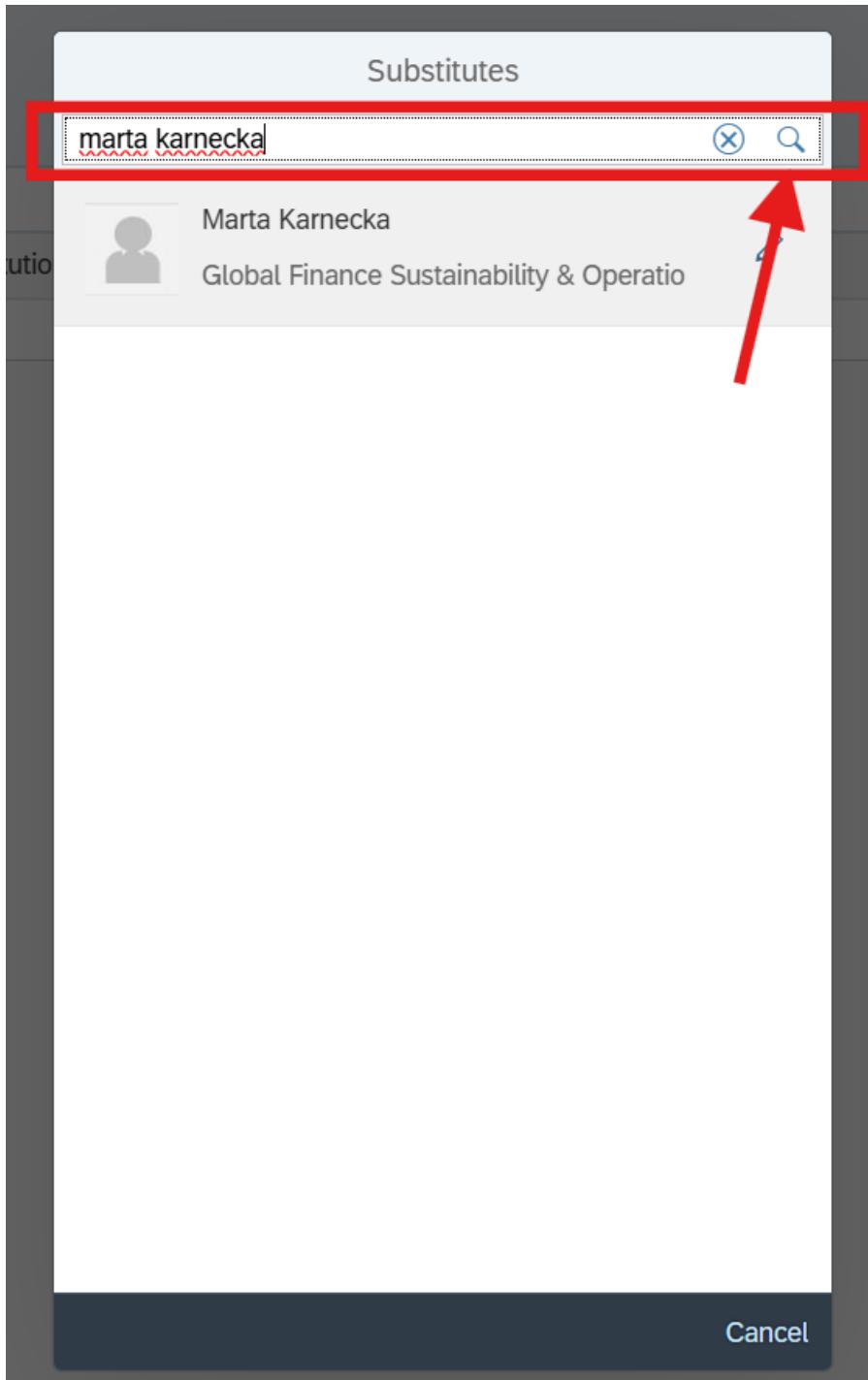
Then press on the user icon, and go to “manage my substitutes”:

The image consists of two screenshots of a software application interface, likely SAP, showing the process of managing substitutes.

Top Screenshot: A screenshot of the "My Inbox" screen. On the right, a user profile menu is open for "Czwala Nikodem". The "Manage My Substitutes" option is highlighted with a red box. The menu also includes "Recent Activities", "Frequently Used", "App Finder", "Settings", "Contact Support", "About", "Substitute for", "Support Information", and "Sign Out".

Bottom Screenshot: A screenshot of the "Manage My Substitutes" page. It shows a table with columns: Substitutes, Substitution Period, Task Group, Start Date, and End Date. A message "No data" is displayed. At the bottom right of the page, there is a button labeled "Add New Substitute" with a red box around it. A red arrow points from the "Manage My Substitutes" option in the top menu to this button.

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



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