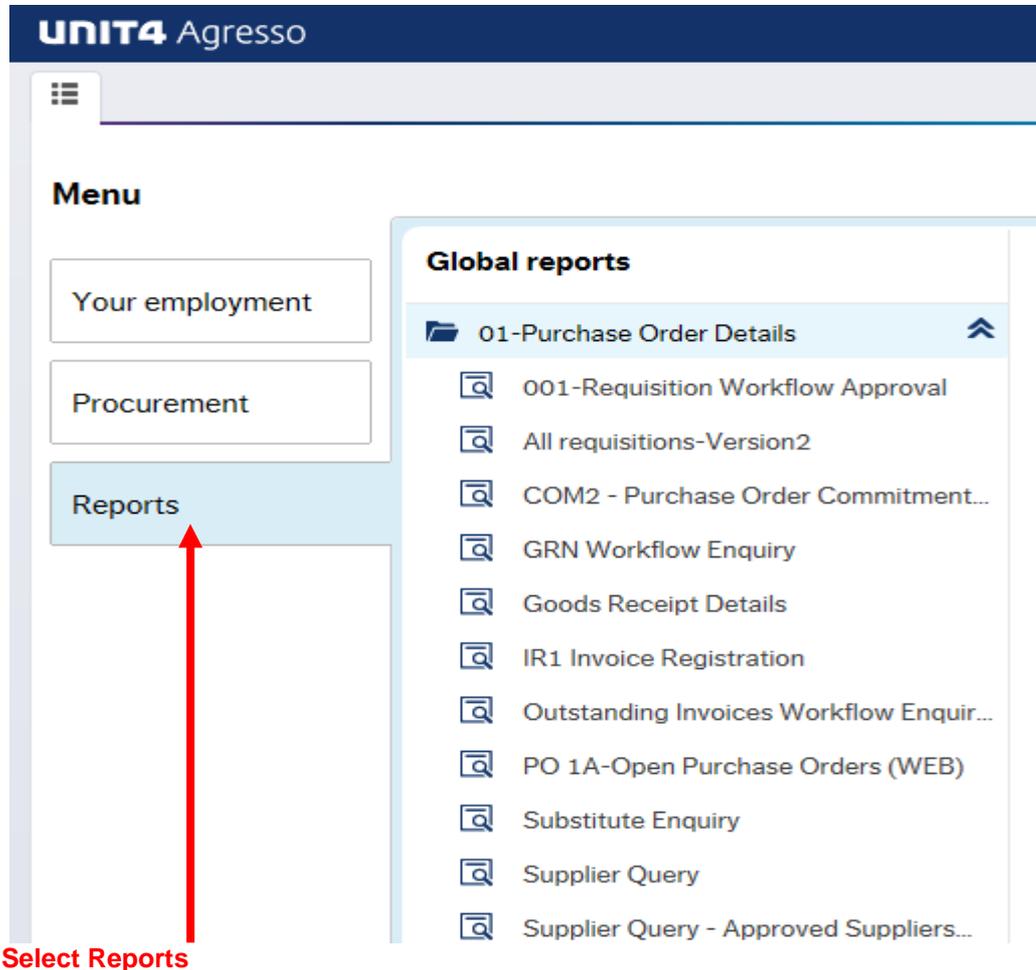


**WEB-Substitutes**

In Agresso there is a specific enquiry that allows you to check who is the substitute for an approver and if the substitute is Active.

To open the specific Enquiries go to:



At the top of the menu screen click on:  
[Select Reports](#)

-  [01- Purchase Order Details](#)
-  [Substitute Enquiry](#)

1. The following Screen will appear:



The screenshot shows a 'Selection criteria' form with the following fields:

Selection criteria	
Approver like	<input type="text"/>
Approver (T) like	<input style="background-color: yellow; border: 2px solid blue;" type="text"/>
Company like	<input type="text" value="P1"/>
Substitute like	<input type="text"/>
Substitute (T) like	<input type="text"/>

## Agresso Web Enquiries

To search for information please enter the required details into above fields:

Then click  to view the results

The results will then appear or depending on the search criteria  
*N.B If no results will be shown please check the search criteria entered*

2. The enquiry will automatically run. A list of results should appear:

Results							
<input type="button" value="Search"/> Detail level <input type="text" value="All levels"/>							
<input type="button" value="Copy to clipboard"/> Rows per page <input type="text" value="50"/>							
#	Approver (T)	Absence date from	Absence date to	Element type	Substitute (T)	Valid from	Valid until
	<input type="text"/>						
1	Fiona Jamieson	06/11/2015	06/11/2015	REQ	Kathy Watson	02/05/2007	31/12/2099
2	Fiona Jamieson	06/11/2015	06/11/2015	IIN	Kathy Watson	30/04/2014	31/12/2099

3. These are the descriptions of the fields:

1. Approver (T) – The Person who approves Tasks
2. Main Person Name Staff ID – The Person who approves Tasks Staff ID
3. Absence date from – If populated the Start date the substitute is active from or was last active.
4. Absence date to - - If populated the End date the substitute is active from or was last active.
5. Element Type – Type of Process for that a substitute its set up for:
  - REQ – Requisitions
  - SO- Sales Orders
  - IIN – Goods Receipt and Invoices
  - PO – Purchase Orders (Internal Stores only)
6. Substitute (T) – The Person who is the substitute for the Approver.
7. Valid from and Valid to– The date range the substitute is set up on the system