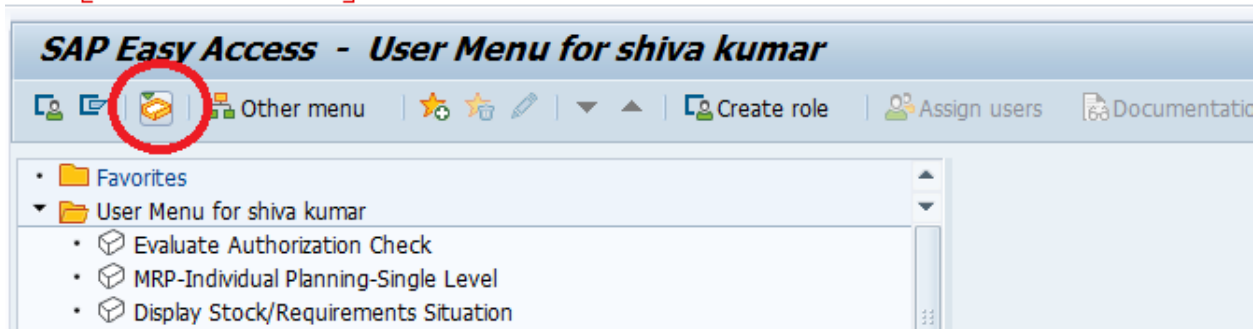


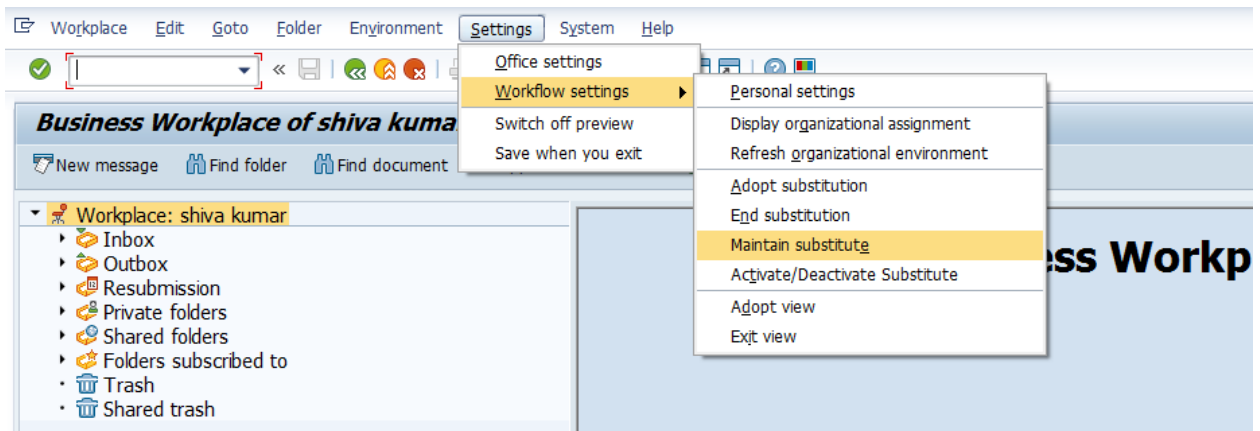
Substitute for Work Flow

**Assigning temporary Substitute for Workflow From User A to User B:**

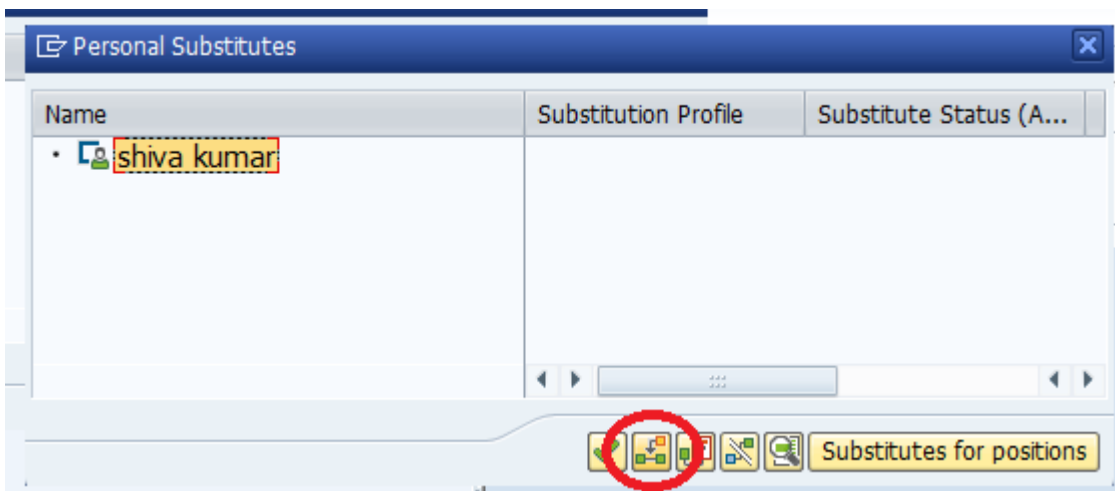
1. Login with User A to SAP ECP.
2. Navigate to SAP Business Workflow from SAP Easy Access Menu. **TCode: SBWP**



3. Navigate to: Settings-> Workflow Settings-> Maintain Substitute



4. Select Create Substitute Option



## Substitute for Work Flow

5. Search for required User ID (User B) as substitute and select the user. Check Substitution active with required Validity period (Leave Period).

Detail Screen Substitution

Substitute for shiva kumar

Substitute Test User14

Personal substitution

Substitution data

Validity 26.06.2018 to 26.06.2018

Profile  General substitution

Substitution active

6. Relationship Created message will be displayed and General Substitute will be activated till Validity period.

Personal Substitutes

Name	Substitution Profile	Substitute Status (A...
shiva kumar		
• Test User14	General substitution	<input checked="" type="checkbox"/> Activated 2

Substitutes for positions

Relationship created

This can be deleted any time prior to validity period by selecting Delete Substitute in Maintain Substitute Screen.