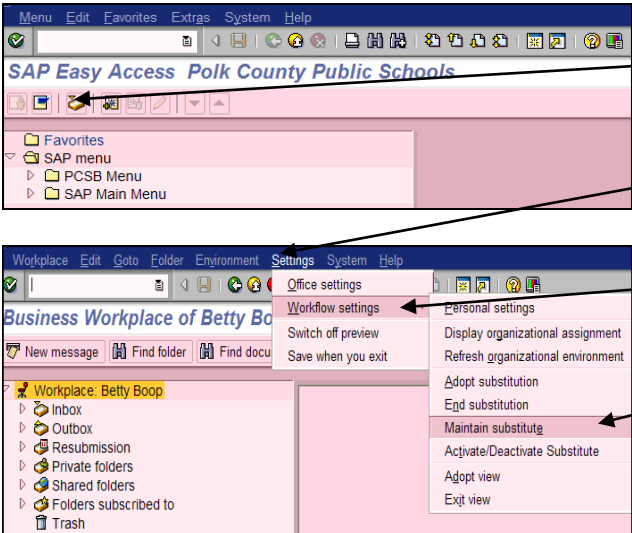
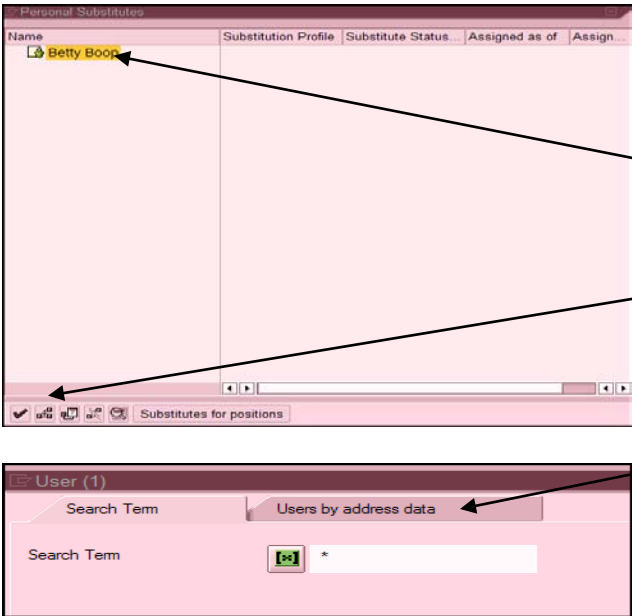
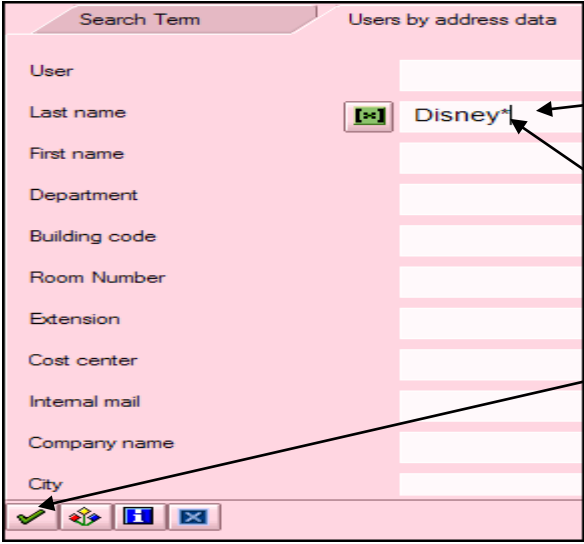

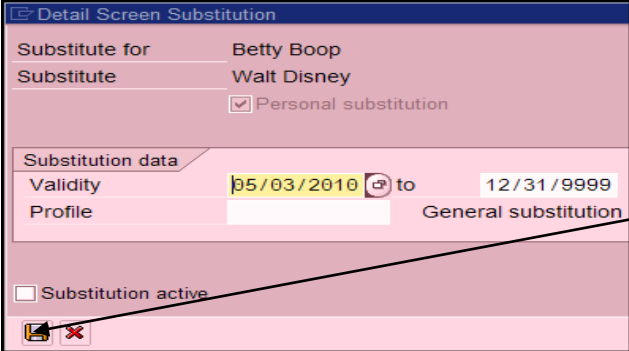
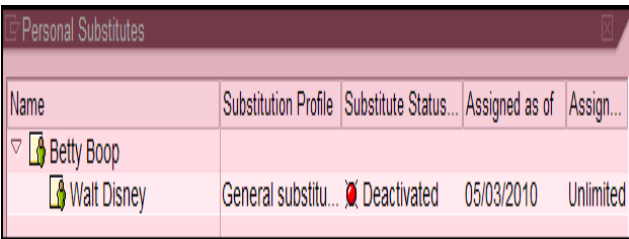


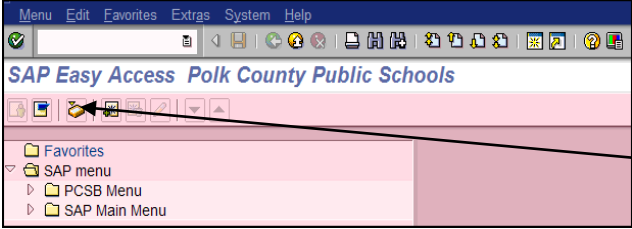
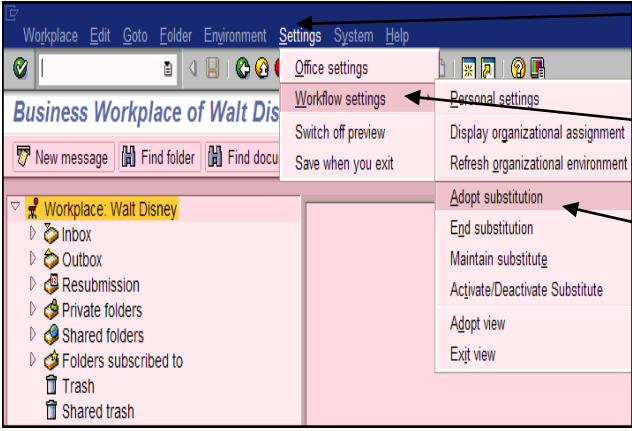
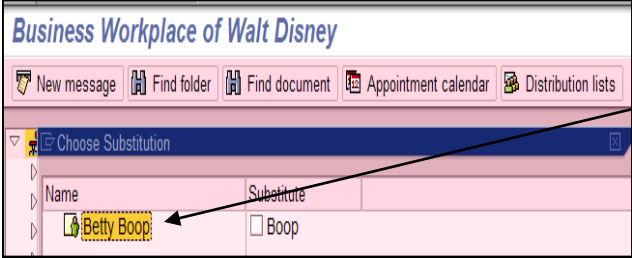
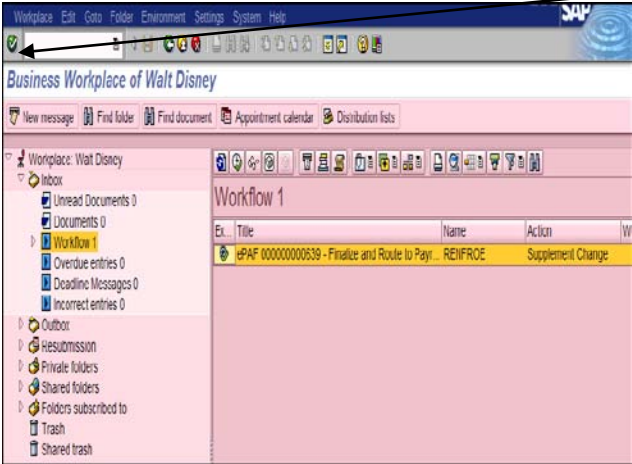
SAP ePAF-Setting Up A Delegate (Substitute)

Steps	Screen Displayed	Procedures
1		
	<p><u>IMPORTANT: An SAP ePAF can only be opened by the Delegate or the Delegate's Substitute. Therefore, you must assign a delegate that can have access to your SAP ePAFs incase you are out of the office for a period of time.</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> ➤ If you need to <i>Maintain a Substitute</i> (This is the initial creation of who you want to access your ePAF's) refer to Step 2-6 ➤ If you need to <i>Adopt a Delegate (Substitute)</i> (This is for the person that wants to view someone else's ePAFs) refer to Step 7 & 8 ➤ If you need to <i>End a Delegate (Substitute)</i> please refer to Step 9 	
2	 <p>The screenshot shows the SAP Easy Access interface for Polk County Public Schools. The top navigation bar includes 'SAP Easy Access' and 'Polk County Public Schools'. Below it, there are 'Favorites' and 'SAP menu' sections. The 'Settings' menu is open, showing options like 'Office settings', 'Workflow settings', 'Personal settings', etc. The 'Workflow settings' option is highlighted, and the 'Maintain substitute' option is also highlighted.</p>	<p><u>AFTER LOGGING ON TO SAP:</u></p> <ul style="list-style-type: none"> • Click on your SAP Business Workplace icon • Click on the Settings menu • Select the Workflow settings option • Select the Maintain substitute option <p>IMPORTANT: The Person Creating the Substitute</p>
3	 <p>The screenshot shows the 'Personal Substitutes' screen. The 'Name' category is highlighted in yellow, and the name 'Betty Boop' is listed. The 'Create substitute' icon is visible in the bottom right corner. Below the main screen, there is a 'User (1)' tab with 'Users by address data' selected.</p>	<p><u>The Personal Delegates screen is now displayed.</u></p> <p>You should see your name listed in the Name category.</p> <ul style="list-style-type: none"> • Click on your name (so it is highlighted in yellow) • Click the Create substitute icon • Select the Users by address data tab

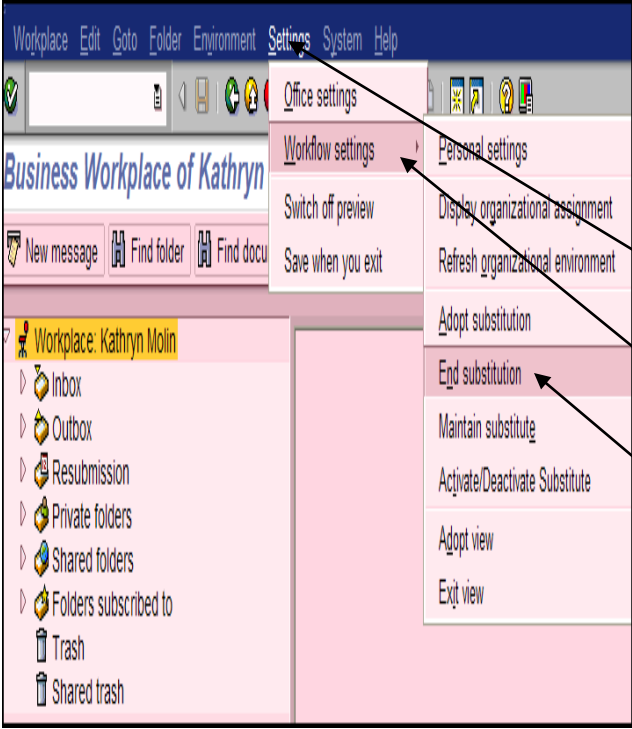

SAP ePAF-Setting Up A Delegate (Substitute)

Steps	Screen Displayed	Procedures
4	 	<p><u>The Users by address data screen is now displayed.</u></p> <ul style="list-style-type: none"> • Type the last name of the person you are <i>searching</i> in the Last name field • Place an asterisk (*) after the last name • Click the green check mark • Double Click on the name you want to select
5		<p><u>The Detail Screen Substitution screen is now displayed.</u></p> <ul style="list-style-type: none"> • Click the save button
6		<p><u>The Personal Substitute screen is now displayed.</u></p> <p>NOTE: This shows that the substitute is deactivated (this is okay).</p> <ul style="list-style-type: none"> • Click the green check mark (to finish this process)

SAP ePAF-Setting Up A Delegate (Substitute)

Steps	Screen Displayed	Procedures
7	 	<p><u>The Steps to Adopt a Delegate (Substitute)</u></p> <p>Once you have logged into SAP:</p> <ul style="list-style-type: none"> • Click on your SAP Business Workplace icon • Click on the Settings menu • Select the Workflow settings option • Select the Adopt substitution option
8	 	<p><u>The Choose Substitution screen is now displayed.</u></p> <ul style="list-style-type: none"> • Click on the name of the person in the list that you would like to view their inbox (so it is highlighted in yellow) • Click the green check mark to finish the process <p><u>NOTE:</u> Now all the SAP ePAFs in the person's inbox are now visible to you in your inbox.</p> <p><u>VERY IMPORTANT!!! You must immediately End the Substitution before you exit SAP (if not, it will be the other person's ePAFs you will see and not yours).</u></p>

SAP ePAF-Setting Up A Delegate (Substitute)

Steps	Screen Displayed	Procedures
9	 <p>The screenshot shows the SAP Business Workplace interface. The 'Settings' menu is open, and the 'End substitution' option is highlighted. The interface includes a menu bar (Workplace, Edit, Goto, Folder, Environment, Settings, System, Help), a toolbar with icons for Office settings, Workflow settings, and Personal settings, and a folder tree on the left under 'Workplace: Kathryn Molin'.</p>	<p><u>The Steps to End a Substitution (Delegate),</u></p> <p>Once you have logged into SAP:</p> <ul style="list-style-type: none"> • Click on your SAP Business Workplace icon  • Click on the Settings menu • Select the Workflow settings option • Select the End substitution option