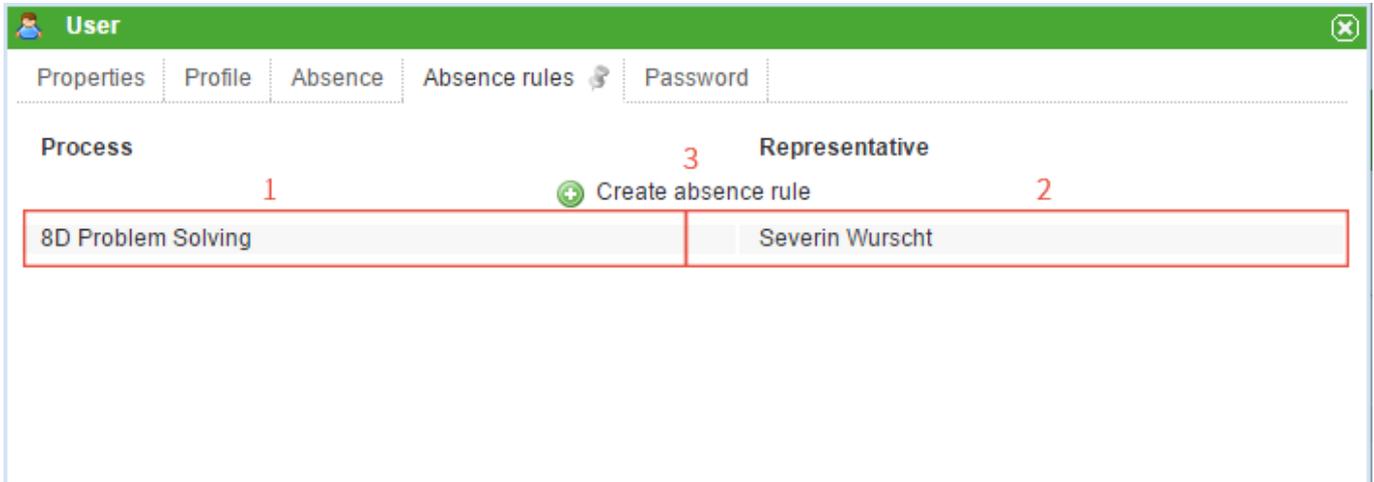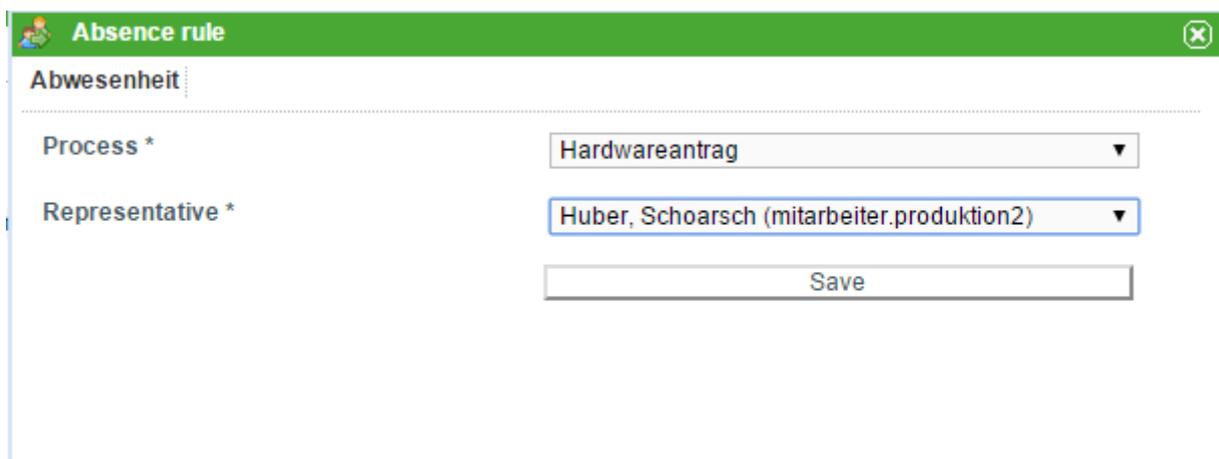# User Profile - Absence Rules

If tasks have to be transferred to another user due to an absence, either one representative has to be chosen in the user profile (valid for all processes), or a designated representative for specific processes (has priority over the user profile representative) has to be selected. For further information please refer to this page.

Element	Description
1	The name of the process that is supposed to be transferred to a designated representative is shown here.
2	The name of the substituting user responsible for each process is indicated in this area.
3	By clicking on this button, new rules for absence and representation can be created. For further details on this topic please refer to this page.

How to create an absence rule

By clicking on the button **"Create absence rule"** a window will open in which a new rule of absence can be defined. In the first drop-down menu, the specific process for which this new rule applies to can be selected. All tasks based on this process will then be transferred to the designated substitute. In the second drop-down menu, the designated representative responsible for the tasks of this process is chosen by the user. This function enables the assignment of a specific substitute for each process. This feature ensures an easy way to keep track if different substitutes and their respective assigned processes.

This timer has to be activated to successfully transfer a task to another user.

From:
https://wiki.tim-solutions.de/ - **TIM Wiki / NEW TIM 6 Documentation**

Permanent link:
https://wiki.tim-solutions.de/doku.php?id=en:software:tim:user_profile_absence_rules

Last update: **2021/07/01 09:52**