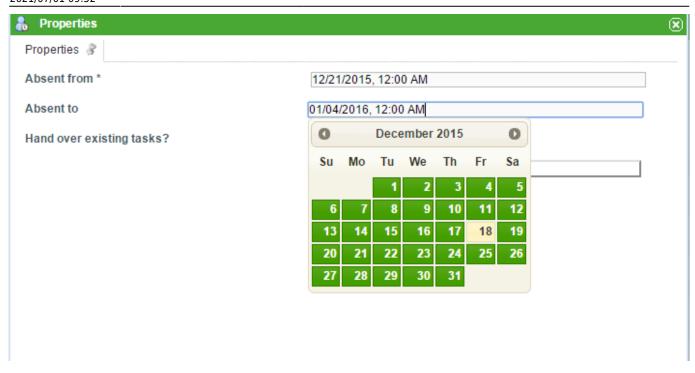# User Profile - Absence

If a user is not able to do his/her assigned tasks due being absent from the company, this should be documented in the system. Please refer to rules concerning absence in a user profile for further information.

Element	Description
1	The date on which the absence starts.
2	The date on which the absence ends.
3	This options enables the user to transfer assigned tasks to somebody else as a substitute. Please refer to rules concerning absence in a user profile for further details.
4	This button adds new dates for absence. How to add a date of absence

New task mails will be generated by activating the option for transferring tasks to a designated substitute!

How to add a date of absence

Properties	

Properties

Absent from * 12/21/2015, 12:00 AM

Absent to 01/04/2016, 12:00 AM

Hand over existing tasks?

	December 2015	

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

By clicking on the button **"Create Absence"** the above window appears. Dates can be entered either manually or by selecting them from a calendar, which appears by clicking on the date field. The transferal of tasks to a designated substitute can be selected by checking the corresponding box.