

Unit 4

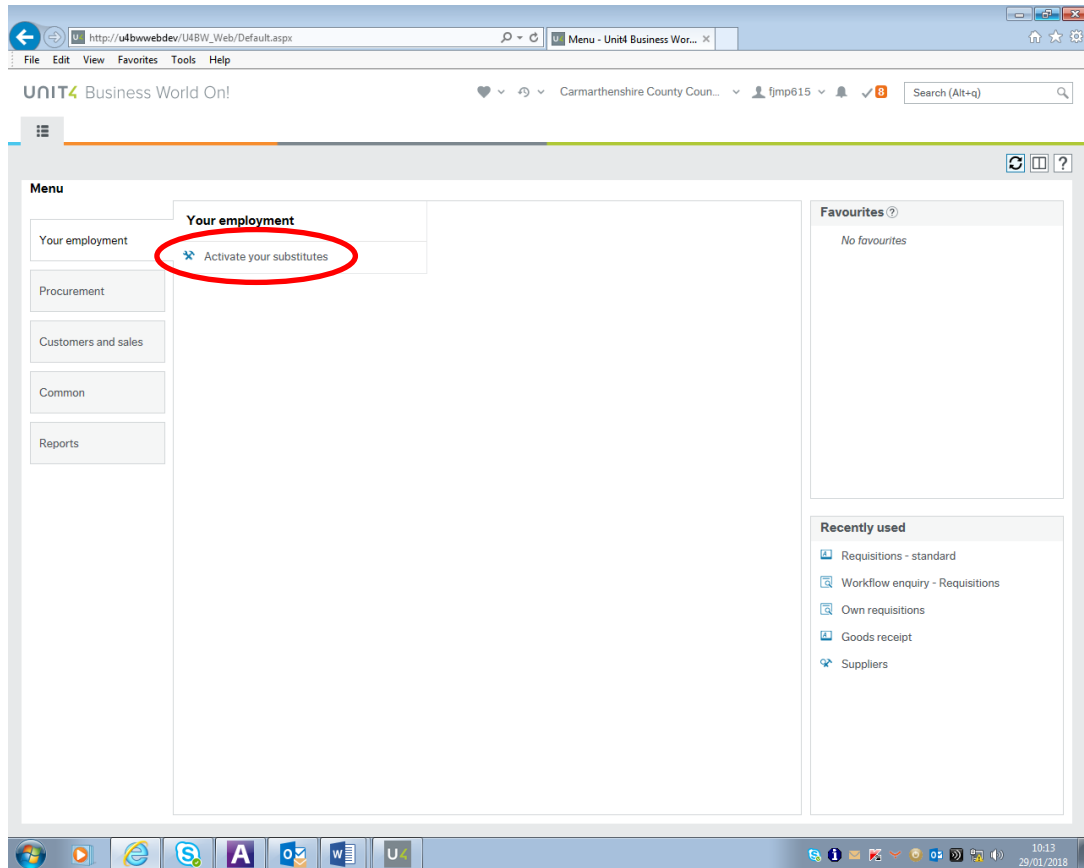
Business World On!

Actifadu dirprwy

(Defnyddwyr y We)

Actifadu dirprwy

1. Mewngofnodwch i Unit 4 Business World On! fel arfer.
2. Dewiswch 'Activate your substitutes'.



- Defnyddiwch y gwympfen o dan 'Absence status' a dewiswch 'I am currently out of the office'.

The screenshot shows the 'Activate your substitutes' form. The 'Absence status' dropdown menu is highlighted with a red circle. The form includes fields for 'WF user' (JMP615), 'Absence status' (I am currently out of the office), and a table of substitutes. The table has columns for 'Type', 'Element type', 'Substitute', 'Valid from', and 'Valid until'. The table contains one row for Michelle Gutteridge 01267 224108, valid from 20/10/2014 to 02/08/2017. There are 'Add', 'Delete', 'Save', 'Clear', and 'Export' buttons at the bottom.

- Cliciwch ar y calendr o dan 'Absence date from' a dewiswch ddiwrnod cyntaf eich absenoldeb, ac wedyn cliciwch ar y calendr o dan 'Absence date to' a dewiswch ddiwrnod olaf eich absenoldeb. Os byddai'n well gennych gallwch fewnbynnu'r dyddiadau eich hun.

The screenshot shows the 'Activate your substitutes' form. The 'Absence date from' and 'Absence date to' fields are highlighted with red circles. The 'Absence date from' field shows a calendar for January 2018, with the 1st selected. The 'Absence date to' field shows a calendar for January 2018, with the 31st selected. The form includes fields for 'WF user' (JMP615), 'Absence status' (I am currently out of the office), and a table of substitutes. The table has columns for 'Type', 'Element type', 'Substitute', 'Valid from', and 'Valid until'. The table contains one row for Michelle Gutteridge 01267 224108, valid from 20/10/2014 to 02/08/2017. There are 'Add', 'Delete', 'Save', 'Clear', and 'Export' buttons at the bottom.

Actifadu dirprwy

5. Ticiwch y blwch i ddewis yr unigolyn/unigolion yr ydych yn ei enwebu/eu henwebu, ac wedyn cliciwch ar 'Save'.

Activate your substitutes

Substitute date range

WF user
JMP615

Joanne Phillips 01267 224897 (JMP615)

Absence status *
I am currently out of the office

Absence date from
31/01/2018

Absence date to
05/02/2018

Substitutes

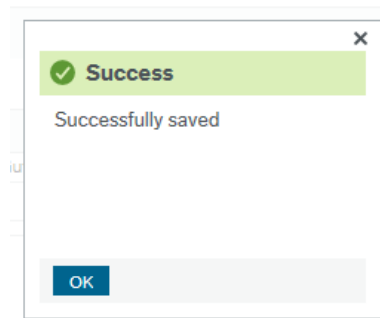
Show only valid substitutes ☐

Type	Element type	Substitute	Valid from	Valid until
<input checked="" type="checkbox"/> General		Michelle Gutteridge 01267 224108	20/10/2014	02/08/2017
<input type="checkbox"/> General			02/08/2017	
<input type="checkbox"/> General				

Add Delete

Save Clear Export

6. Ar ôl i chi gadw hyn, dylech gael neges sy'n dweud 'Successfully saved'.



7. Bydd y system yn newid yn ôl yn awtomatig ar ôl i chi ddychwelyd.