

Manage ELIAS Profile

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1 Edit Profile

To open your profile, log in to ELIAS, click on your name in the top right corner, and then click on *Profile*.

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Testnutzer/-in 1234

ELIAS - Startseite

Willkommen, Testnutzer/-in 1234!

Meine Aufgaben/Wiedervorlagen

Meine Nachrichten

Meine Anträge

Neuen Antrag erstellen

Meine Akkreditierungen

Häufige Fragen zu ELIAS

Anträge in Prüfung

Anträge im Stellungsverfahren

Anträge in der Auflagenerfüllung

Profil

Versionsinformationen

Abmelden

Use the red pencil icon to edit your personal data and contact information

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Testnutzer/-in 1234

Profil

Testnutzer/-in 1234

Hinweis

Hier können Sie Ihre persönlichen Profildaten einsehen und bearbeiten.

Persönliche Daten

Name

Anrede unbekannt

Titel -

Vorname Testnutzer/-in

Nachname 1234

Kontakt

Telefonnr. 1 +49-228-123456

Telefonnr. 2 -

Fax -

URL -

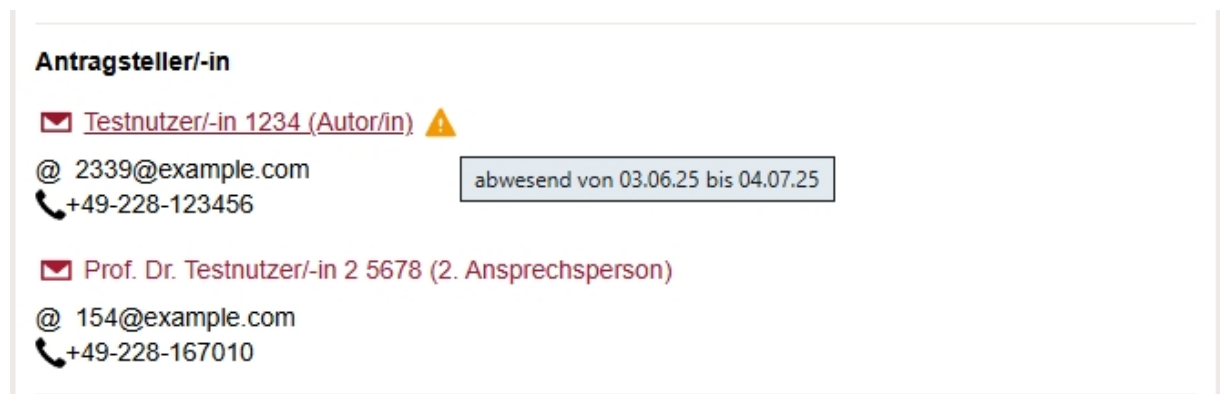
Bearbeiten

2 Absences and Substitutions

If you are absent, you can note this in the system. You can enter an absence period (optionally without an end date, for example, if you no longer work for your university) and designate a substitute.

The system effects are as follows:

- A warning icon will appear next to your name in the application context.
- When you hover over the icon, the scheduled absence period is automatically displayed.



The screenshot shows a user profile card for 'Antragsteller/-in'. The first entry is 'Testnutzer/-in 1234 (Autor/in)' with a warning icon. Below it are contact details: '@ 2339@example.com' and '+49-228-123456'. A blue box highlights the absence period: 'abwesend von 03.06.25 bis 04.07.25'. The second entry is 'Prof. Dr. Testnutzer/-in 2 5678 (2. Ansprechperson)' with contact details: '@ 154@example.com' and '+49-228-167010'.

- When sending messages to absent users, their absence status is also marked accordingly.
- If a message is nevertheless sent to you via the system during your absence, the sender automatically receives an out-of-office message indicating the designated substitute.
- Messages addressed to you during your absence are automatically forwarded by the system to the designated substitute as well.



The screenshot shows a notification bar with tabs: 'Abwesend', 'Antragssystem', and '+ 3 Felder'. Below the bar is a message titled 'Abwesend' from 'Frau Herr'. The message content includes: 'Verknüpft mit: Antrag Nr. 10 015 705', 'Testnutzer/-in 1234 ist abwesend vom 03.06.2025 bis zum 04.07.2025.', and 'Ihre Nachricht wurde an Prof. Dr. Testnutzer/-in 2 5678 weitergeleitet.'

3 Set up a substitute

To set up a substitute, follow these steps:

- Under your profile, select the *Absence and Substitutes* section
- Click on "*Create Absence*" to set up a substitute.
- Enter the start and end dates of your absence.

- To specify a substitute, please type the name in the field (it is sufficient to enter either the first or last name here) and then click on the magnifying glass
- The system will display a list of potential substitutes. Now select the person you want to act as your substitute.

Note: Only system users who hold the same role as you will be offered as substitutes.

The screenshot displays a web interface for creating an absence. The main window is titled 'Abwesenheit erstellen'. It features two date and time pickers: 'Abwesend ab*' set to 03.06.2025 00:00 and 'Abwesend bis' set to 04.07.2025 00:00. Below these is a search field for 'Vertreter' (Substitute) containing the text 'test'. A dropdown menu below the search field shows 'Testnutzer/-in 1234' as the selected option. At the bottom of the dialog are 'Speichern' (Save) and 'Abbrechen' (Cancel) buttons. The background shows the user profile page with sections for 'Abwesenheit und Vertretungen' (Absences and Substitutions) and 'Meine Organisationen' (My Organizations).

- Once the absence period has ended, the out-of-office message is automatically deactivated.