

d.velop

d.ecs userprofile: User

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1. d.ecs userprofile

1.1. Basic information about the application

This chapter contains general information and details about the product.

1.1.1. About d.ecs userprofile

d.ecs userprofile enables you to manage out-of-office periods and delegates for yourself and others. You can also view the properties of your user account.

1.2. Installing and uninstalling d.ecs userprofile

You install and uninstall the software exclusively using d.velop software manager.

For more information, please refer to the [d.velop software manager](#) manual.

1.3. Getting started

Get to know the basic functions of d.ecs userprofile.

1.3.1. Viewing user properties

You can view the properties of your user account.

This is how it works

1. Click on your profile picture on the start page.
2. Click **Your profile**.

You can now check the properties of your user account.

1.3.2. Configuring your out-of-office status

You can configure your out-of-office status. If you have administrative permissions, you can also configure the out-of-office status of other users.

This is how it works

1. Go to the start page and click on your profile picture.
2. Click **Absence status**.
3. Select the user for whom you want to configure the out-of-office status.
 - a. If you do not have administrative permissions, you can only configure your own out-of-office status.
 - b. If you have administrative permissions (e.g. as a manager), you can also configure the out-of-office status of other users (e.g. employees who report to you).

Note

Managers are users who are entered as supervisors for other users, e.g. in d.ecs usermanagement. For users that are loaded from an LDAP directory, the LDAP attribute **manager** is used and automatically carried over.

4. Enter a start time for the out-of-office period. Alternatively, click on the clock icon to enter the current time as the start time.
5. Optional: Enter an end time for the out-of-office period. If you do not enter an end time, the out-of-office remains indefinite.

6. Select a user as a delegate. Depending on the configuration, this is optional.

Note

Users entered as delegates inherit the permissions of the user who entered them as a delegate. Example: When managers set a delegate, the delegate can configure the out-of-office status of the employees who report to the manager.

7. Optional: Enter an out-of-office message. If the configured out-of-office period overlaps with the delegate's out-of-office period, you will receive a message explaining this.
8. Click on **Save**.
If you have configured an out-of-office period for another user and the user has corresponding notifications set up, the user will receive a notification e-mail.

1.4. Additional information sources and imprint

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