KNOWLEDGE BASE ARTICLE

How to Find Out Who Covers Whom

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Overview

When a colleague is away, the question is always the same: who do I turn to? The **Substitutions web part** answers it in two places. The **Covering me** tab shows who covers **you**, and the **Who covers whom** tab shows the substitutions of the whole organization, with a search box and a status filter.

This article explains both tabs, how to search and filter, which substitutions are shown and which are hidden, and how to read a row.

Three views of the same data

The **Substitutions** web part has up to four tabs. Three of them answer the question "who covers whom?" from different points of view.

Tab	Whose substitutions it shows	Which rows	Typical question
I cover	Yours, as the substitute	Substitutions where you are the substitute and that have not ended	"Whom do I cover and what must I do?"
Covering me	Yours, as the absent person	Substitutions where you are the absent person and that have not ended	"Who covers me while I am away?"
Who covers whom	Everyone's	All substitutions that are not cancelled or declined, filtered by the status filter	"Who covers Anna this week?"

The fourth tab, **No substitute**, is for managers and is described in KB10338. How to Find Absences Without a Substitute. Accepting and declining on the **I cover** tab is covered in KB10347. How to Accept or Decline a Substitution.

See who covers you

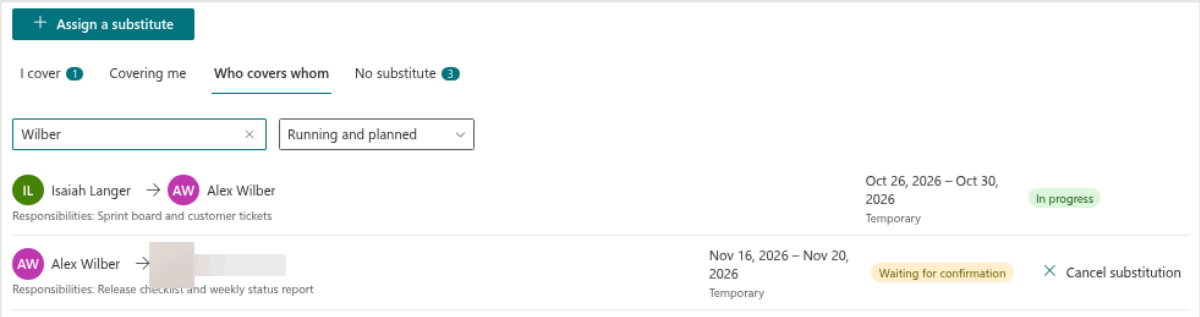
1 Open the page with the **Substitutions** web part.
2 Select the **Covering me** tab.

Each row shows your substitute with a photo and the caption "Covers you", the **Responsibilities** you have handed over, the period, the kind (**Temporary** or **Handover of duties**) and the status. If nobody covers you, the tab shows "Nobody covers you at the moment."

If the status is **Waiting for confirmation**, the substitute has not answered yet. A declined substitution stays in the **list** with the status **Declined** until its period ends, so that you can see that you need a new substitute. To assign one, see KB10337. How to Assign a Substitute to Your Direct Report.

Look up any substitution in the organization

1 Select the **Who covers whom** tab.
2 Type a name in the box **Search by name**. The search matches part of the name of the absent person **or** of the substitute, and it does not distinguish upper and lower case.
3 Open the drop-down list next to the search box and choose the status you need.



The Who covers whom tab with the search box and the status filter

The status filter has four values:

Filter	What it shows
Running and planned (default)	Everything that has not ended: substitutions that are in progress now and those that start later
In progress	Substitutions whose period includes today, or that started and have no end date
Planned	Substitutions that start in the future

Filter	What it shows
Ended	Substitutions that ended during the last 30 days

The filter works by dates, not by confirmation. A substitution that is still **Waiting for confirmation** is listed under the phase its dates put it in. Use the pill to see whether the substitute has answered.

When nothing matches, the list shows "No substitutions found." Change the filter or clear the search box.

Note

The **Who covers whom** tab shows the substitutions of everyone who works with the **site**, not only those of your team. It is a good place to find the right person when a colleague from another department is away.

How to read a row

Rows on the **Who covers whom** tab follow the same pattern:

- **Left:** the substitute (photo and name), an arrow, and the absent person. The arrow reads "covers": *Peter Hansen → Anna Berzina* means that Peter covers Anna. Below the names you see **Responsibilities**, when the absent person described what the substitute takes over.
- **Middle:** the period and the kind. A substitution without an end date shows "from" and the start date.
- **Right:** the status pill and, when you are the substitute or the absent person, the action buttons.

The pill means the following.

Pill	Meaning
Waiting for confirmation	The substitute has not answered yet
Planned	The substitute accepted; the period has not started
In progress	The substitute accepted; the period is running now

Pill	Meaning
Ended	The substitute accepted; the period is over

Rows are sorted by start date, the earliest first.



A row of an open-ended handover of duties

What the lists do not show

- **Cancelled and declined substitutions.** They never appear on the **Who covers whom** tab. A cancelled substitution is shown nowhere. A declined one remains visible only to the substitute on the **I cover** tab and to the absent person on the **Covering me** tab, until the period ends.
- **Substitutions that ended more than 30 days ago.** For ended substitutions, the web part loads only those whose end date falls within the last 30 days; older records are not shown even with the filter **Ended**. The product keeps no further history in the web part.
- **Substitutions beyond the first 2,000 records.** The web part reads at most 2,000 substitutions, ordered by start date; on a very large site the substitutions with the latest start dates may be missing.

Open-ended handovers

A **Handover of duties** may have no end date, for example when an employee leaves the company. Such a substitution is treated as running from its start date and stays in the **Running and planned** and **In progress** lists as long as it is neither cancelled nor declined. It is never moved to **Ended** by itself. See KB10349. How to Hand Over Duties When an Employee Leaves (No End Date).

Choose the tab that opens first

A page editor can open the property pane of the web part and set **Default tab** to **I cover**, **Covering me** or **Who covers whom**. A directory page for the whole company is a good place for **Who covers whom** as the default tab; a personal page works better with **I cover**.

Tip

You can also see who covers a colleague who is away today directly in the Team Absence Calendar: the **Away today** block shows "Covered by" next to each absent person. See KB10342. How to See Who Is Away Today and Who Covers Them.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.