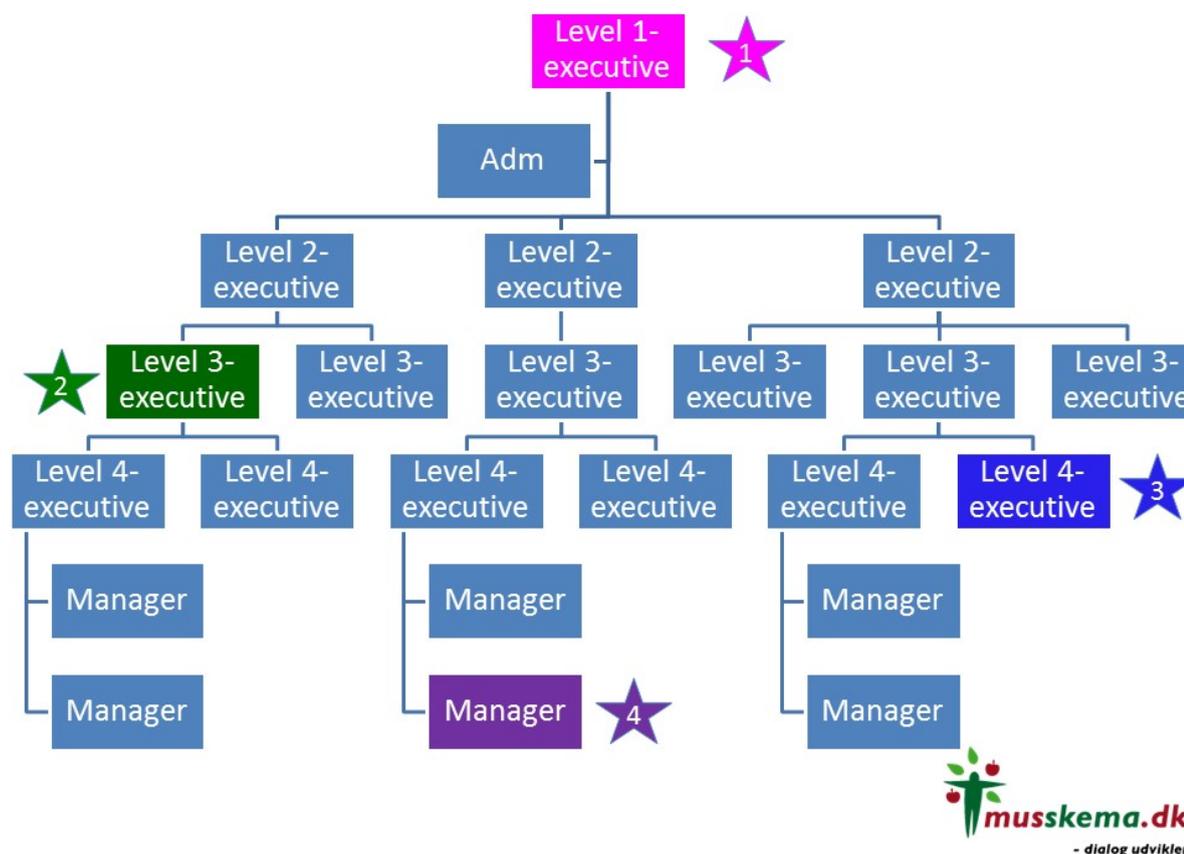


Review this illustrated manual about what happens when you delegate, create a secretary, super user and department administrator

In other manuals you can read about the individual parts and how to use them.

In this one we will try to give you a combined overview of what happens, when you delegate responsibilities in a large organisation to the following roles: secretary, super user and department administrator.

First of all we'd like to stress: No matter what you do – the person to whom responsibility is delegated does *not gain access to anything confidential*, such as the questionnaires filled in by the employee, resumes etc.



Super user – delegated from the top level, the Level 1 executive

- No matter if this executive delegates responsibility to an employee on the top level or way down in Manager star 4's team, the super user will be able to act throughout the organisation.
- The super user can create departments, teams and employees. Edit departments, teams, employee lists and data and grant various permissions to individual employees. Super users are also able to grant super user rights to other employees, who will then be able to do the same things as themselves.
- **See the manual 'Selecting a super user'.**

Secretary role - may be delegated by all managers

- The secretary can do anything the manager can do, but can only act on the same level as that particular manager. In this capacity, the secretary may for example open up a new EDP round and send out questionnaires without seeing anything confidential – and create departments, teams and employees. Edit departments, teams, employee lists and data and grant various permissions to individual employees.
- **See the manual 'Selecting a secretary'.**

Department administrator – may be delegated by all managers with responsibility for a department - such as the Level 3 manager (star 2). It is possible to delegate the following:

- **Access department, statistics and configuration** - access to act on the organisational level and to adjust templates in the various modules (configuration)
- **Access department and statistics** - access to act on the organisational level without being able to adjust templates (configuration)
- **Access department, statistics and tasks** – access to the organisational level and to check the EDP task list
- **Access department, statistics and siab tasks** – Access to the organisational level and to check the Sickness Absence task list.
- **See the manual 'Select department administrator'.**

Overview of what each role can - and who can assign	Who can assign this role?	Can access department, statistics and setting up questionnaires	Can access the department and Statistics	Access to ALL, as the boss / leader has access to - APART from employee responses and summaries	Can, for example, open a new EDP-dialog and emit EDP questions to the manager's employees but not see confidential data	Can create departments, teams and employees	Can edit departments, teams and employees	Can delegate rights to other employees	Can change the owner of the team	Access to the employee's responses and summaries
Superuser	Super user	Can access department	Can access department	Can access department						
Secretary	Each leader									
Departmental administrator	The manager at the department, responsible with affiliated teams			Can access the department and statistics and possible questionnaire						