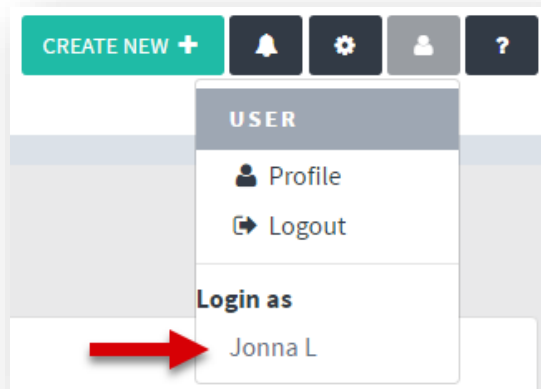


Secretary manual for the employee

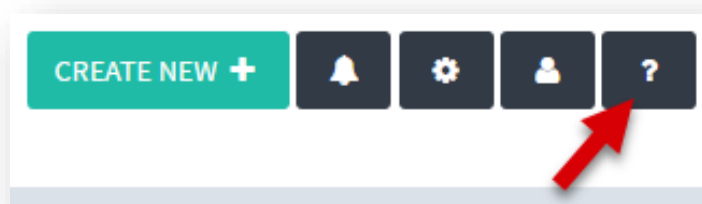
If your manager has granted you access as a secretary, you will have an extra bar from where you can access your secretary role. This will give you access to everything that your manager has access to, although you **won't be able to see responses and resumes, so basically nothing confidential**. This means, for example, that you can open up for a new EDP round and send out the questionnaires – and you can edit the employee lists.



1. Click on the manager's name, and you will be logged in as a secretary for the team or teams which you have been granted access to by the manager.



2. A bar will appear which tells you, that you are now inside the manager area (red arrow). From here you can also easily get back to you own area (green arrow)



3. Here you will find manuals for the various functions which you can access as a secretary.