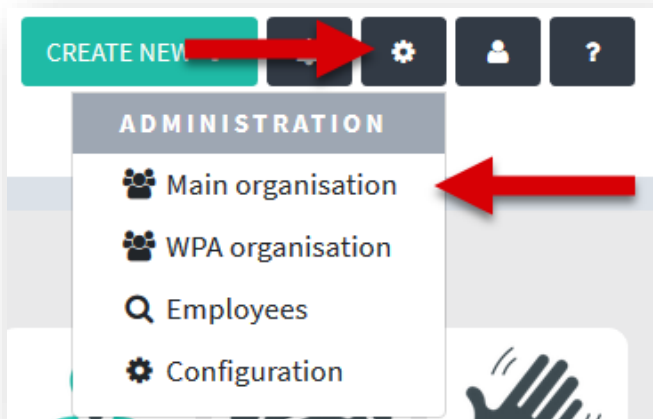
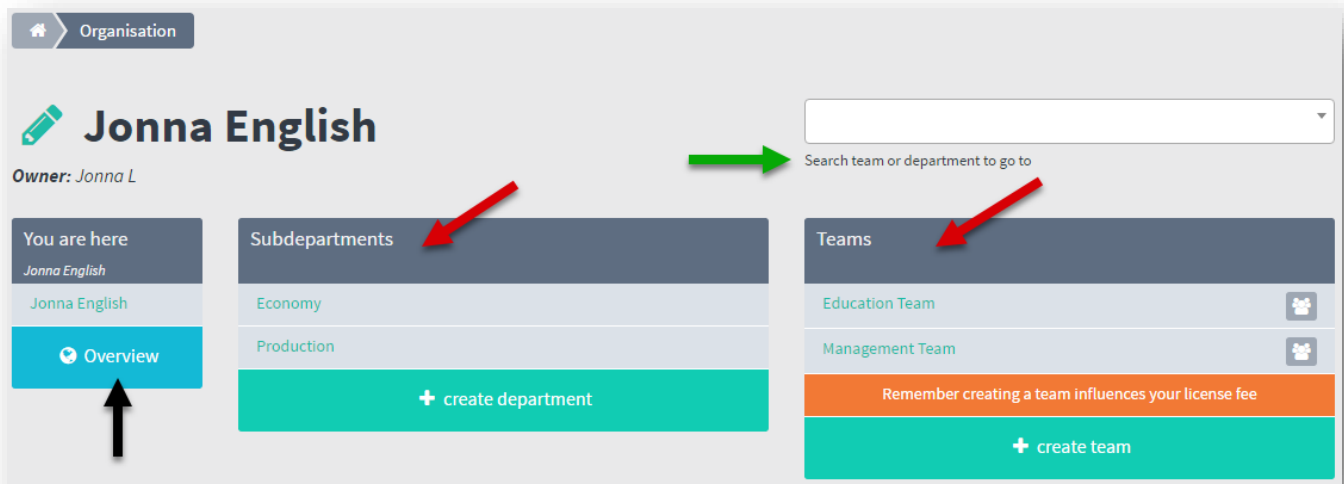


Change manager in departments and teams

If you are the top executive – or the manager of a department with sub-departments and teams beneath it, you can insert one of your employees as the manager of a sub-department or a team by changing owner.

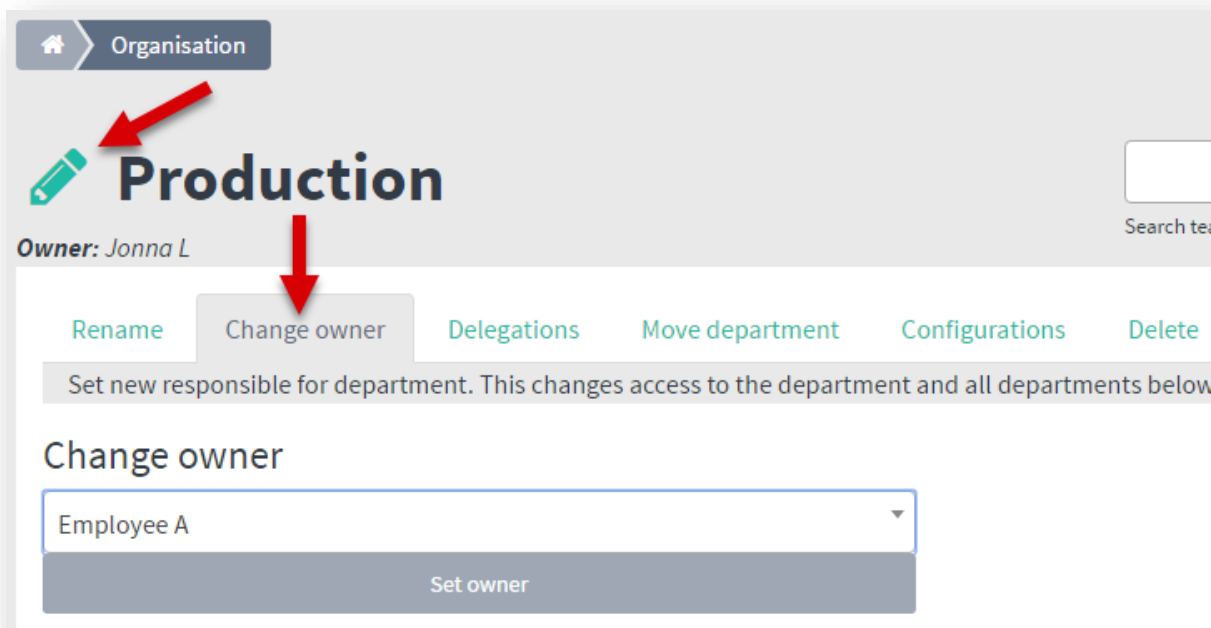


1. Select 'Main Organisation'

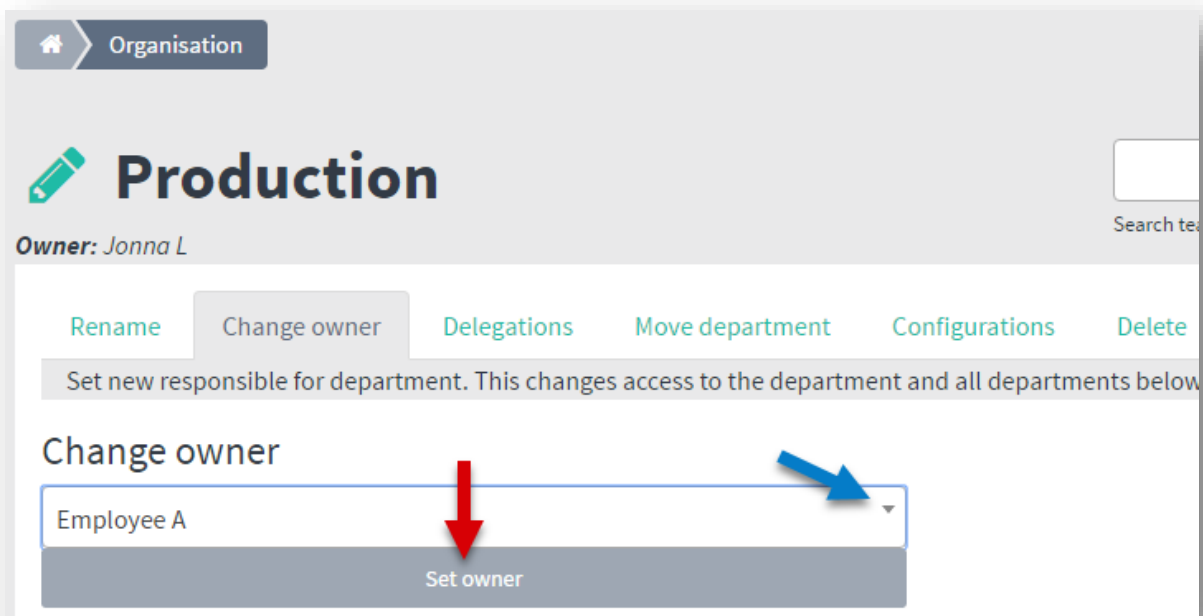


2. Select the department or team (red arrows). Or use the search box (green arrow) – or click via the overview (black arrow).

See next....



3. If you have the permission to change owner/manager, there will be a pencil next to the name of the department or team (red arrow). Then click 'Change owner'.

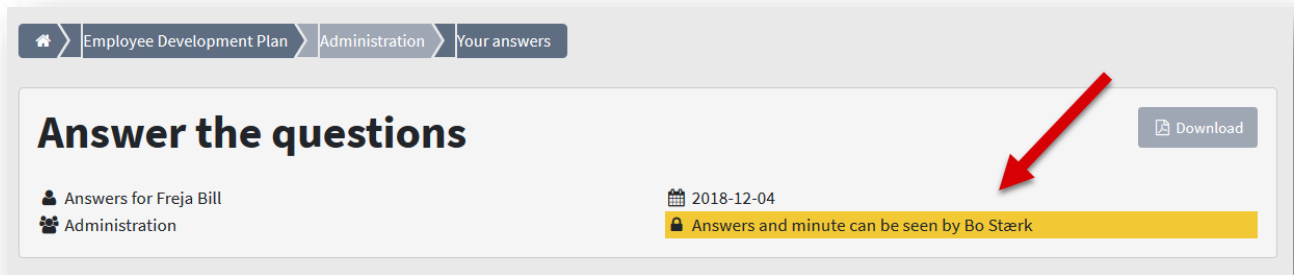


4. Select the new owner/manager from the list of employees in your organisation (blue arrow). Click on 'Set owner' (red arrow).

Change leader in active EDP round

If a leader is replaced *in the middle of a EDP round* - the new leader can lock up completed forms (but the new leader can still not see dialog data between the former manager and the employee). Once a schedule is unlocked, the employee can then adjust in his text / score relative to the new leader + exit / send, and then the form is locked again and the new manager can see the new data for that employee!

The employee will receive a new call when the new manager has unlocked the form and is alerted to it by a selection of the manager's name (red arrow).



The screenshot shows a web interface with a breadcrumb trail at the top: Home > Employee Development Plan > Administration > Your answers. Below this is a main section titled "Answer the questions". On the left, there are two items: "Answers for Freja Bill" and "Administration". On the right, there is a "Download" button. Below the main section, there is a date "2018-12-04" and a yellow notification bar that says "Answers and minute can be seen by Bo Stærk". A red arrow points from the top right towards the name "Bo Stærk" in the notification bar.