# Selecting super user

As the top executive of an organisation you can select any employee to become a super user. The only requirement is that the employee must be created in the system already.

A super user can access anything in the entire organisation from top to bottom: create departments, teams and employees. Edit departments, teams, employee lists and data, change owner/manager in departments and teams, 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.
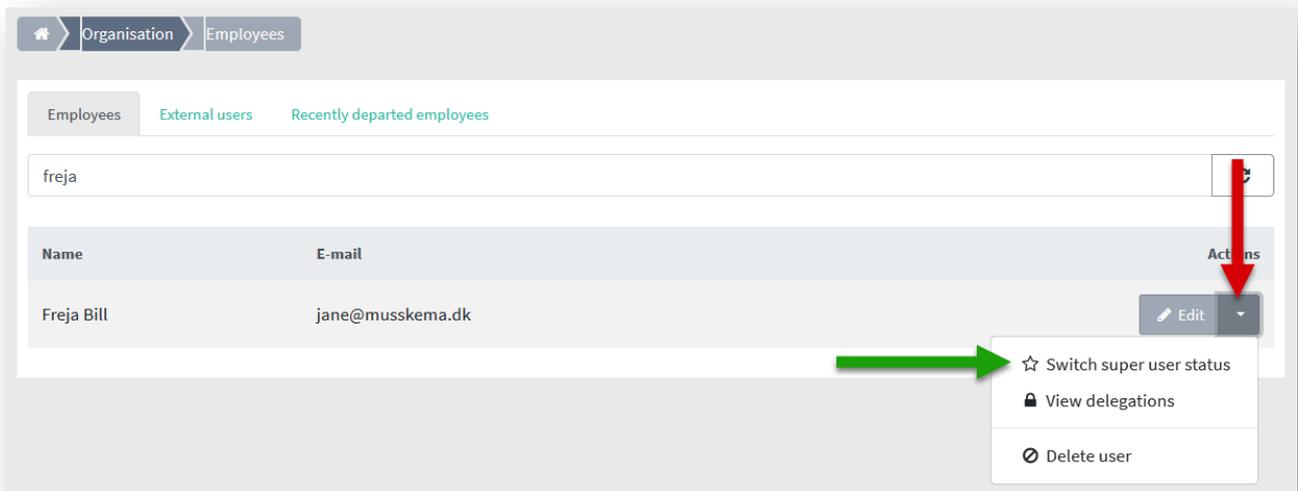
A super user can not access the configuration of questionnaires and dialogues in the individual modules.
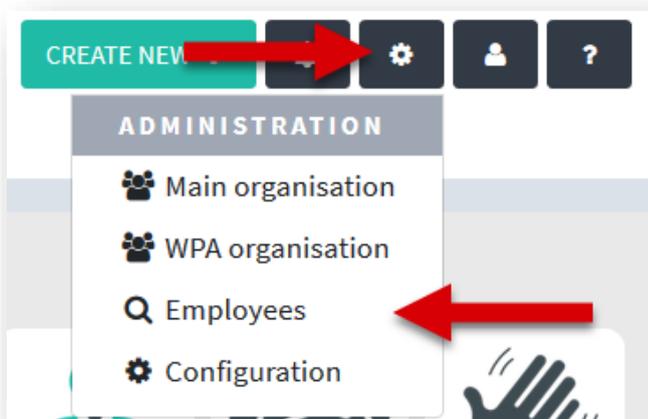
1. Select 'Employees'
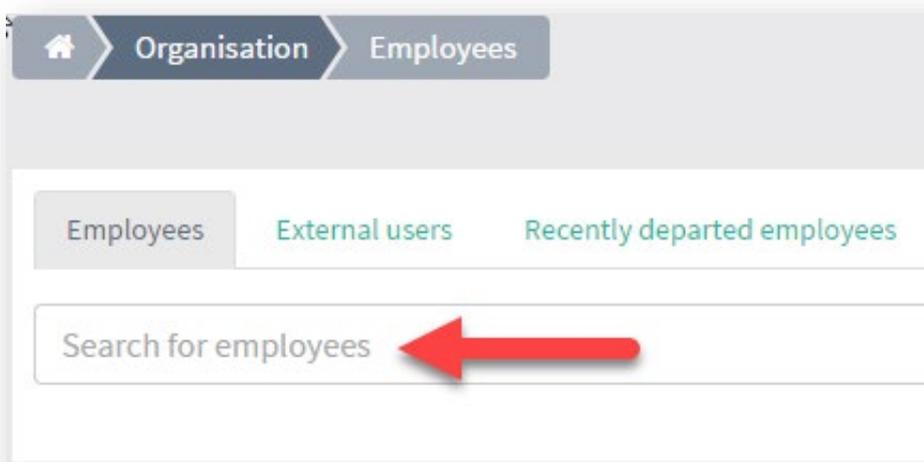
2. Search for the employee

3. First click on the little arrow (red arrow) then click on the star next to that employee. When the employee is selected, the star turns black. Click the star again and the choice will be canceled.

Overview of the different roles:

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						