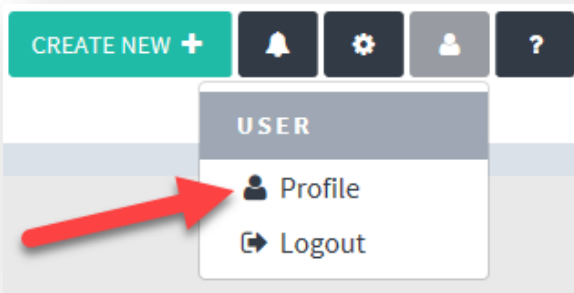


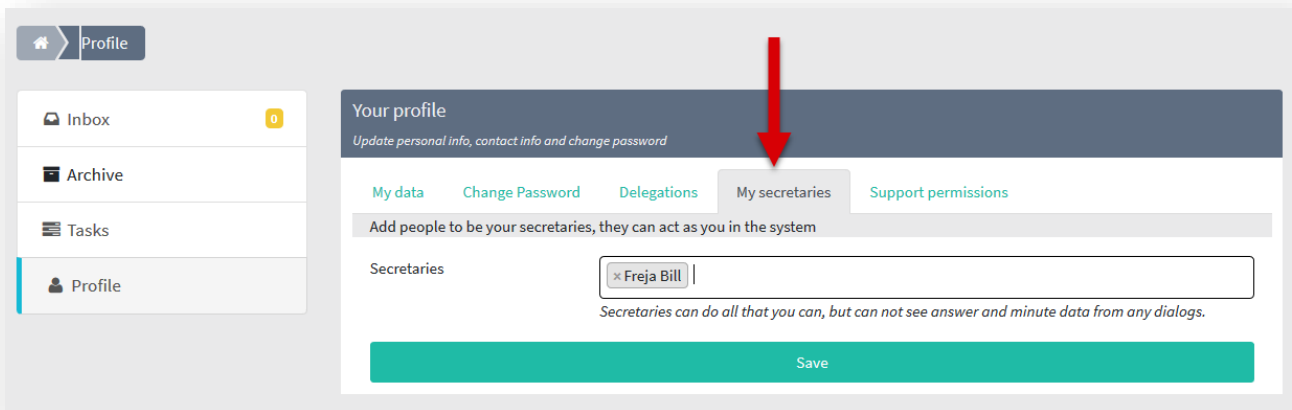
## Selecting a secretary

As a manager you can select a secretary. The only requirement is that the employee must be created in the system already. The secretary can access anything that you can, except for seeing **responses and resumes in the dialogues, and as such is not able to see anything confidential**. 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.

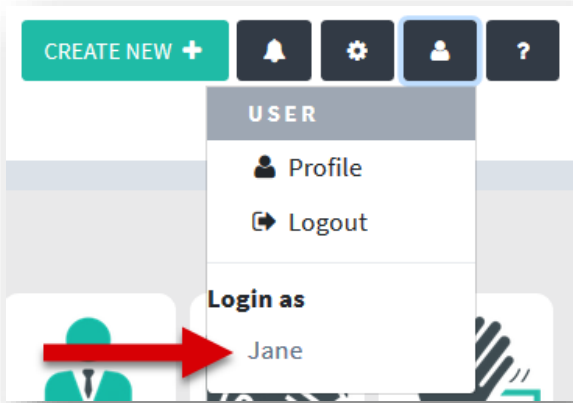
Edit departments, teams, employee lists and data and grant various permissions to individual employees.



### 1. Select Profile



### 2. Select the 'My Secretaries' tab (red arrow). Here you can search the employee (s) forward, as you wish, to be a secretary for you. Press 'Save'.



- The employee will now be able to see an extra bar, where he/she can access the role as secretary – see 'Secretary manual for the employee'.

### 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						