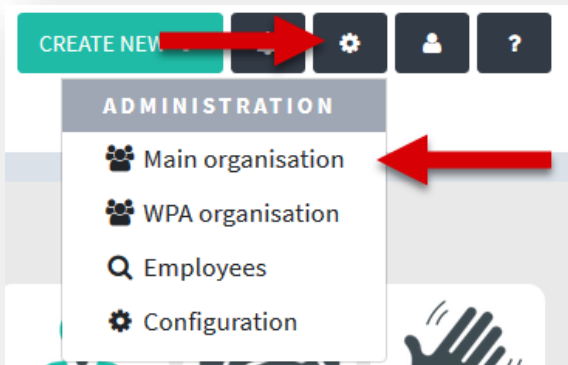


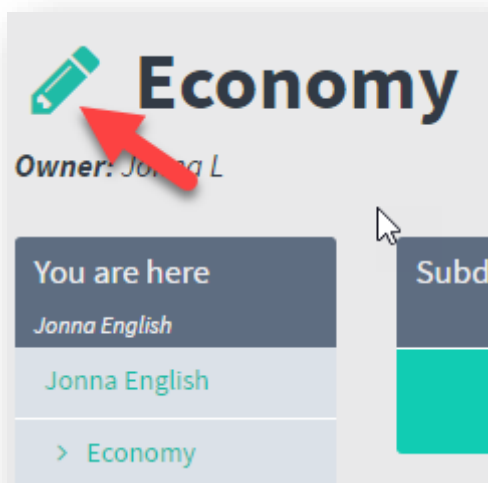
## Selecting department administrator



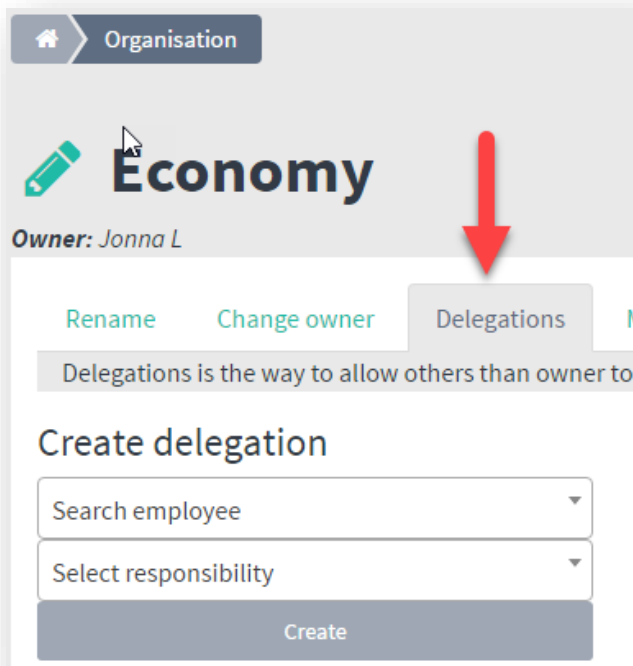
1. If you have the managerial responsibility for a department, you can delegate the following responsibilities in your department. Select 'Main organisation'.



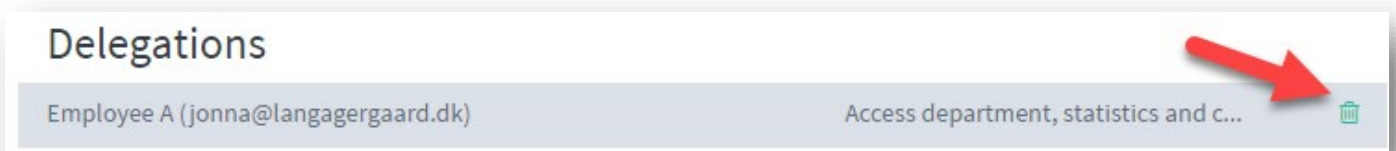
2. Select the department, which you want to delegate responsibility for.



3. Click the pencil.



4. Select 'Delegations' – now you can select the employee and which access he/she should have. There are four options:
  1. **Access department, statistics and WPA appointment list** - Access organizational level and follow WPA appointment list
  2. **Access department, statistics and tasks** – access to the organisational level and to check the EDP task list
  3. **Access department and statistics** - access to act on the organisational level without being able to adjust templates (configuration)
  4. **Access department, statistics and configuration** - access to act on the organisational level and to adjust templates in the various modules (configuration)
  5. **Access department, statistics and siab tasks** – Access to the organisational level and to check the Sickness Absence task list.
  6. **Access the department, statistics and appointment list for Competence development** - access to organizational level and follow the Competence development agreement list



5. You can remove the delegation again by clicking the 'Remove' icon (red arrow).

**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	Red	Green	Green	Green	Green	Red
Secretary	Each leader	Green	Green	Green	Green	Green	Green	Green	Green	Red
Departmental administrator	The manager at the department, responsible with affiliated teams	Green	Green	Can access the department and statistics and possible questionnaire	Red	Green	Green	Green	Red	Red