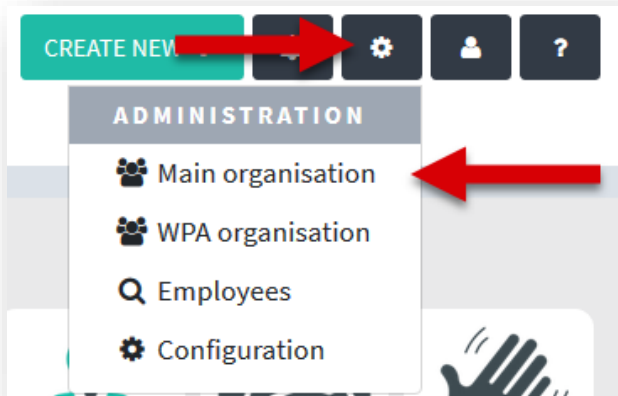


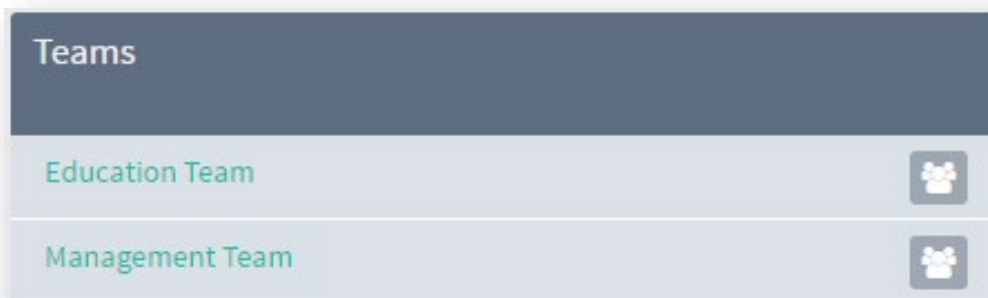
Delegating responsibilities to an employee on the team level



1. If you have the managerial responsibility for a team, you can delegate the following responsibilities in the team. Select 'Organisation'



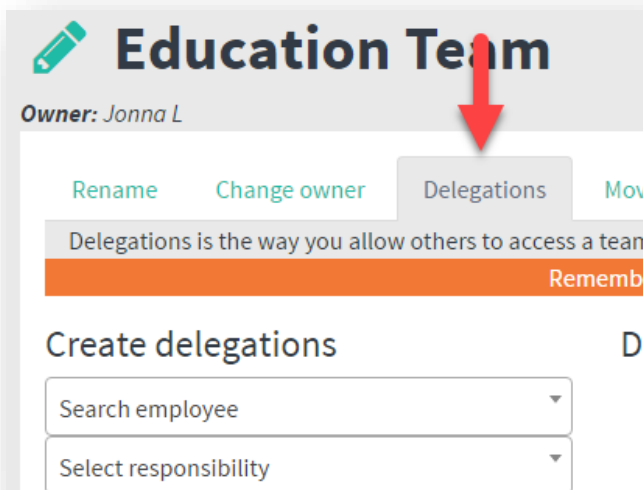
2. Select the department in which the team is located.



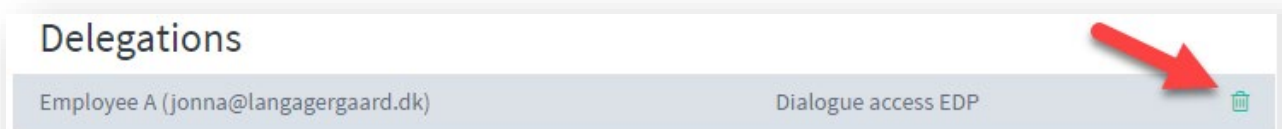
3. Select the team for which you wish to delegate responsibility to an employee



4. Click the pencil



5. Select 'Delegations' – now you can select the employee and which access he/she should have. There are three options:
1. **Access to Onboarding dialog** - Access to being able to act in Onboarding in the same way as you.
 2. **Dialogue access CV** – access to input and edit employee data.
 3. **Dialogue access Competence spiderweb** - access to act in the web in the same way as you.
 4. **Dialogue access EDP** - access to act in EDP in the same way as you. Perform the EDP dialogues and see anything confidential (the name will be displayed alongside the manager's name on the employee's schema, so employees can see who has access to their answers).
 5. **Dialogue access Sickness absence** - access to act in the sickness absence modules in the same way as you. Perform the sickness absence dialogues and see anything confidential.



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