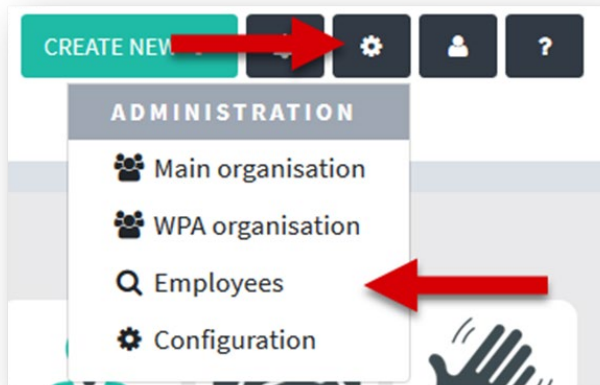
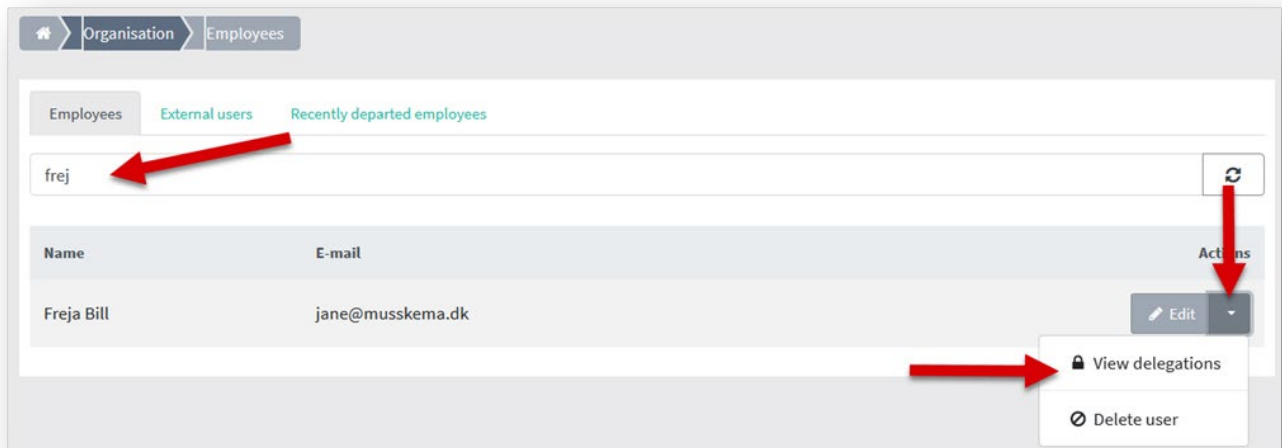


View delegations - in profile and employee overview



1. Leader and HR can see incidents on a given employee - either by viewing the employee's profile or by looking at the employee overview. Select 'Employees'.



2. Select the employee you are looking for, click the arrow next to the name and click 'view delegations'.

See next...

×

Employee Delegations

Department Delegations

JANES NYE TEST	Access department, statistics and tasks
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Team Delegations

Administration	Onboarding dialog access
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Skip mails when I am delegated access to dialog

Sickness absence

Usually you'll get all mails when delegated dialog access in above mentioned modules. Select the ones where you would like not to get any mails. The manager will always receive mails.

Save

3. There is now a box with an overview of delegations at departmental and team level.