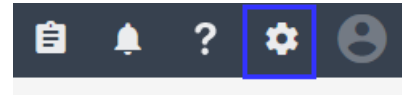


DELEGATION FOR MANAGERS

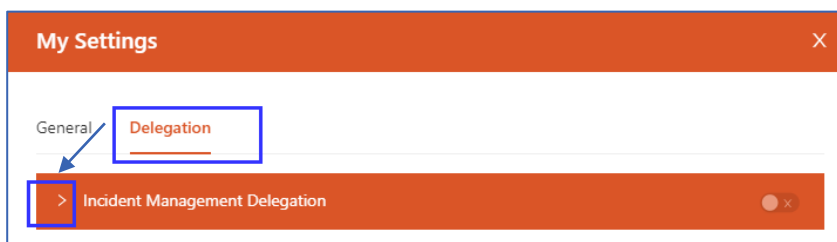
This guide provides the step-by-step process of delegating your management responsibility for incidents and hazards, enabling others to manage incidents and hazards on your behalf.

Delegation

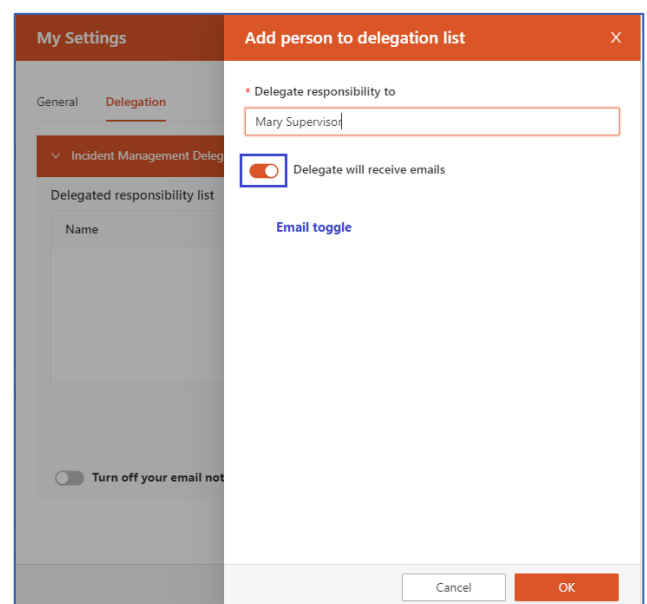
1. Click on the "My User Settings" option from the menu bar:



2. Go to the Delegation tab and expand Incident Management Delegation by clicking on the arrow

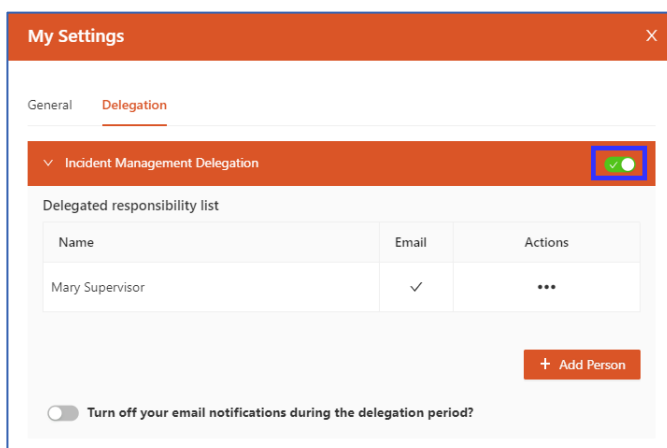


3. Click **+Add Person** button and use the address book to look up the person you wish to delegate to and specify if the delegate should receive emails. The email toggle is set to 'on' by default. Click OK to add this person to your delegate list.



NOTE: Repeat for each delegate required.

4. To turn on delegation, **click on the toggle in the Incident Management Delegation menu bar**. A green tick will appear in the Incident Management Delegation bar to indicate delegation is turned on for all of delegates in your list.



5. Click OK when done