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

My Settings	×
General Delegation	
Incident Management Delegation	

 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.

 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.

My Settings	Add person to delegation list	
General Delegation	* Delegate responsibility to Mary Superviso	
 Incident Management Deleg Delegated responsibility list 	Delegate will receive emails	
Name	Email toggle	
T H		
Turn off your email not		
	Cancel	ок

My Settings		
General Delegation		
 Incident Management Delegation 		
Delegated responsibility list		
Name	Email	Actions
Mary Supervisor	\checkmark	•••
		+ Add Person
Turn off your email notifications during the del	egation peri	od?

5. Click OK when done