Introduction

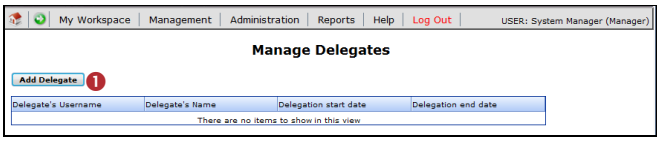
This reference guide is aimed at any Manager who wishes to assign their RiskMan responsibilities e.g. reviewing Incidents and Feedback Notifications; reviewing Risks; reviewing Quality Activities; to another user or users, if they are away from their duties for an extended period of time e.g. annual leave

What happens if I go on leave or cannot fulfil my RiskMan duties for a period of time?

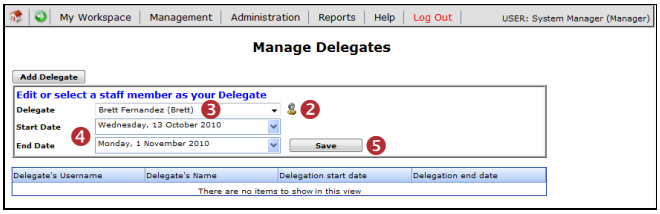
If you are away from your normal working duties for a considerable period of time, you can delegate your RiskMan responsibilities to another RiskMan user or users from the menu option *My Workspace -> Assign a Delegate*

To delegate your responsibility

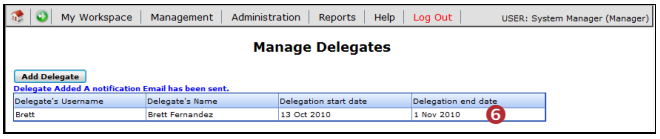
1. Press **Add Delegate** ❶



2. Press the **Filter** ❷ icon
   - Use **one** of the Filter conditions e.g. Enter the user's surname in the **User Name Filter** field and press **Filter List**
3. A list of users that match your filter conditions will be displayed in the **Delegate** ❸ List. Select from the list
4. Enter the **start** and **end date** ❹ for the delegation period (**End Date** should be the date you are returning)
5. Press **Save** ❺
6. Repeat the above steps if you wish to delegate to more than one user for the same or a different date period

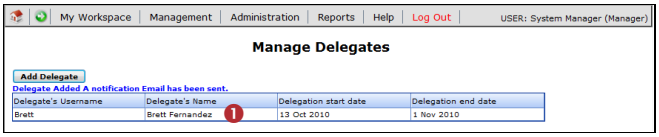


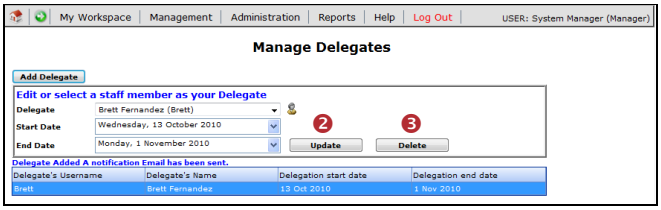
7. The delegated users ❻ will be sent an email advising them of the delegation



To modify/delete your assigned delegates

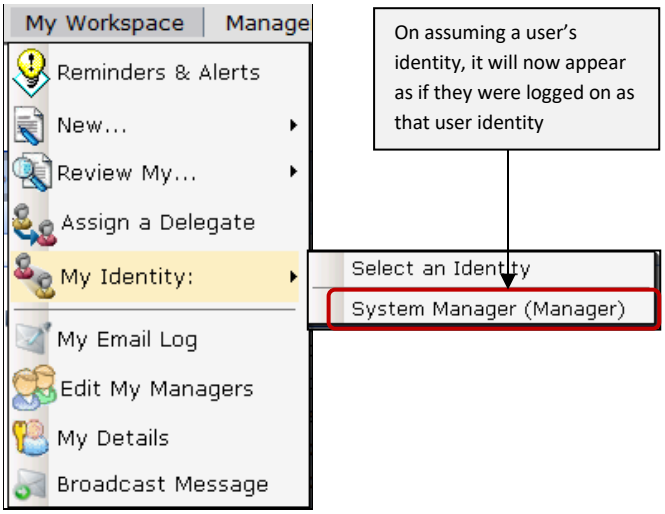
1. Click on the **Delegate's Name** ❶ in the list
2. If modifying, change as required and press **Update** ❷
3. If deleting, press **Delete** ❸

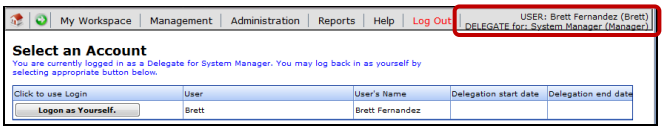




How does the delegated user look after my RiskMan workload?

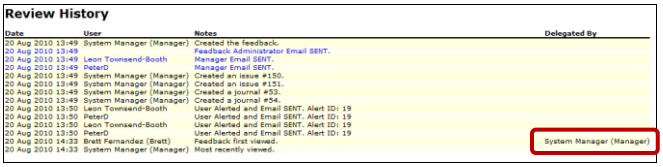
The user would log onto RiskMan using their own logon & password, select *My Workplace -> My Identity* and select your user name from the **Select an Identify** list





During the delegation period the user will be cc'ed on all email notifications you receive from RiskMan e.g. Alerts, Journal Alerts, Distribution Lists.

Whilst the user is using RiskMan under your identity, any activity that they engage in with an Incident, Feedback, Risk or Quality Activity, will be noted on the Review History in a separate column – **Delegated By** *(as per example below).* In this way it will be clear who was working with that notification at that time



Review History

Date	User	Notes	Delegated By
20 Aug 2010 13:49	System Manager (Manager)	Created the feedback.	
20 Aug 2010 13:49		Feedback Administrator Email SENT.	
20 Aug 2010 13:49	Leon Townsend-Booth	Manager Email SENT.	
20 Aug 2010 13:49	PeterD	Manager Email SENT.	
20 Aug 2010 13:49	System Manager (Manager)	Created an issue #150.	
20 Aug 2010 13:49	System Manager (Manager)	Created an issue #151.	
20 Aug 2010 13:49	System Manager (Manager)	Created a journal #53.	
20 Aug 2010 13:49	System Manager (Manager)	Created a journal #54.	
20 Aug 2010 13:50	Leon Townsend-Booth	User Alerted and Email SENT. Alert ID: 19	
20 Aug 2010 13:50	PeterD	User Alerted and Email SENT. Alert ID: 19	
20 Aug 2010 13:50	Leon Townsend-Booth	User Alerted and Email SENT. Alert ID: 19	
20 Aug 2010 13:50	PeterD	User Alerted and Email SENT. Alert ID: 19	
20 Aug 2010 14:33	Brett Fernandez (Brett)	Feedback first viewed.	System Manager (Manager)
20 Aug 2010 14:33	System Manager (Manager)	Most recently viewed.	

The user can re-assume their identity by selecting their username from the *Workplace -> My Identity* menu option