User switch

If necessary, the system administrator can assign special authorisations for the user-switch. This function is addressed especially to the executive staff, the HR-department, support-team or the assistants (secretariat). The switch-function allows you to switch between assigned users, and see their Webdesk (information portal), see and handle their requests, assigned To Dos.

To switch onto another user, click on the menu item "Extended settings" > switch user. In the working area you will find the names of persons, you are authorised to switch to. Click on the respective name, and you will find yourself in the other person`s Webdesk.

The title bar shows the name of the user you have switched to. The name will appear in green colour. On the left side you will find the corresponding employee ID.

To return to the original user, click on the switch-symbol next to the name (title bar). The name of the original user will appear in blue colour.

Request-editing as a switched user

If required, you will receive an authorisation to file or edit an application for the user you have switched on. The system administrator can make following parametrisation:

- user X switches to user Y > user X can view the list of assigned To Dos, but has no editing rights (no edit-symbols available).
- user X switches to user Y > user X is able to edit the assigned To Dos, the progress information will show user X as editor.
- user X switches to user Y > user is able to edit the assigned To Dos, the progress information shows user Y as editor.

For detailed information concerning this parametrisation, please consult the administration manual.