Setting up a delegate (MSS)

Setting Up Delegates Through MSS

● Log into MSS > click "Work Overview" > click "Portal Inbox"

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● Click the icon beside "Refresh"> click "Manage Substitution Rules"

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- Click "Create Rule"

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● Choose "Assignee" > click "Select"

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- Type person's full name or their USERID > hit "search" > highlight the delegate by clicking on the box beside the delegate's name > click "apply"

http://hasphpq.cfms.gov.ns.ca:58100 - Task - HASP - Better Processes. Better Information. Bette -

Create a Substitution Rule

You can define which tasks you want to assign to an assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

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Define Rule

Search For People

Search For Names: zportal27   Search

1st

Current Selection

2nd

Assignee: Portal 27, Test   Select...

Assign These Tasks:

I Want the Assignee To

3rd

Next ▶ Cancel   Apply Cancel

Must search by name EXACTLY as set up in SAP. You can also use the delegate's USERID which eliminates issues if there is more than one person of the same name in CDHA. If you click on the underlined name, a pop up window will appear. This will verify the USERID of your delegate.

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- Select which tasks the "delegate" will be responsible for > choose "I want the Assignee to" > click "next"

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- Define the rule activation > click "save"

Once saved, you will be taken back to the "Manage Substitution Rules" page, managers can then turn on/off the rule. Managers can have multiple rules.

Delegation

Complete the SAP All Districts Frontline Users Access Request Form located on the SAP Business Support website http://cdhaintra.cdha.nshealth.ca/sapsupport and submit it to the IT Service Desk, at ituserids@cdha.nshealth.ca.

Multiple Managers to a Single Delegate
Managerial Delegation supports multiple managers delegating to a single manager or non-manager delegate. If delegating to a non-managerial delegate the appropriate security role needs to be in place.

Manager Delegates to Multiple Delegates
Managerial Delegation supports multiple delegates for a single manager (see activating/deactivating substitution rules).

Notes: A Manager to Manager relationship cannot have delegate rules set up for each other at the same time. You must create the rule when necessary and then delete it before the other manager creates a reciprocal delegate relationship.

A non-managerial delegate cannot create a delegation rule.

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