

# Deputy

Subadministrators can define their deputies, who can thereby assume their role as long as they are defined as such. This prevents complicated resource allocation plans when a substitution is needed and allows for ex. editing the course planner of another subadmin.

Under the **More** menu, an Administrator or Subadministrator kann reach the area **Deputy roles**.

"My deputies " tab:

- *the subadministrator* can add other subadministrators and administrators as deputies
- *the administrator* can add other subadministrators as deputies

When a deputy is no longer needed, he can be removed from this section also.

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As soon as you are defined as a deputy, after you log into your **Admin Panel > More > Deputy roles** by simply clicking on the person's name you can enter the deputy role

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The successful role switch can be confirmed by these 3 elements:

1. In the header you can now see the message "Logged in as Deputy"
2. The button "Leave admin panel" has changed to "Leave deputy role"
3. Immediately after entering the deputy role, you are redirected to the Persons overview page, where all persons defined by the manageable resources of the subadministrator can be seen and managed

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