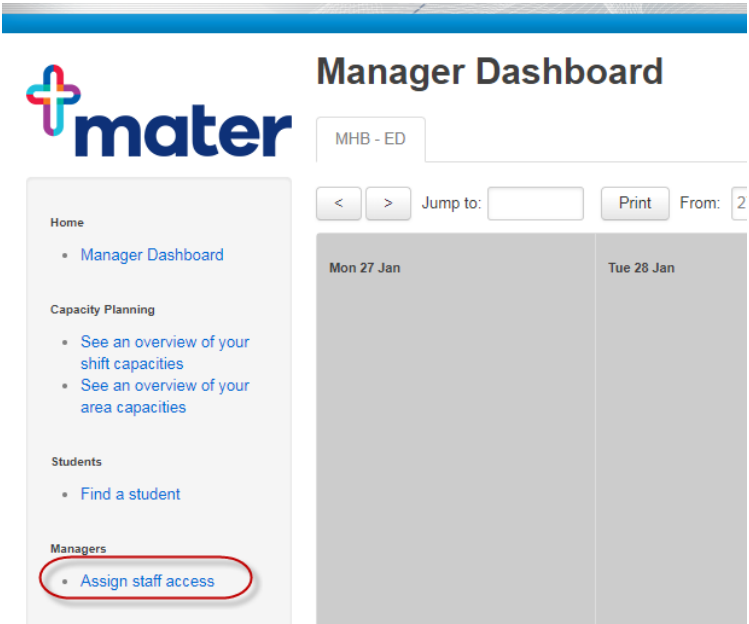
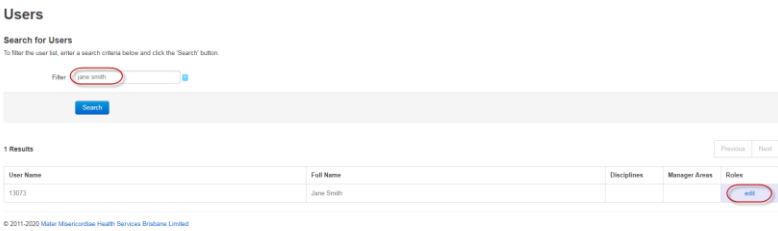
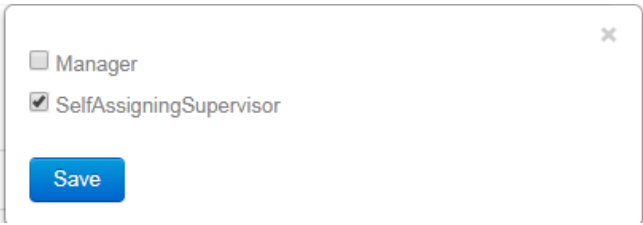


MRef-09 - Change and Assign Self-Assigning Supervisor Access Areas

Steps	Action	What it looks like
1.	Click the Assign staff access link in the sidebar under the Managers section.	 <p>The screenshot shows the Mater Manager Dashboard. On the left sidebar, under the 'Managers' section, the 'Assign staff access' link is highlighted with a red circle. The main content area shows a calendar view for January 27th and 28th.</p>
2.	<p>Search using the Filter free text box to find the user you wish to assign/edit access.</p> <p>Select Edit to change permissions for the user.</p>	 <p>The screenshot shows the 'Users' search page. A search filter box contains the text 'Jane Smith'. Below the search results, a table lists one user: Jane Smith. The 'edit' button in the 'Roles' column for Jane Smith is circled in red.</p>
3.	<p>The permissions will need to be set to the role, area and discipline required by the user.</p> <p>Note- if you add a user as a manager they will then also be able to administer self-assigning supervisor access.</p>	 <p>The screenshot shows a dialog box for setting permissions. The 'SelfAssigningSupervisor' checkbox is checked and circled in red. There is also an unchecked 'Manager' checkbox and a 'Save' button.</p>