Configure Supervisors

View List of Supervisors

Use this procedure to > view a list of configured Supervisors.

Step 1   Choose **Configure** > **Supervisors**.

The Configure Supervisors window appears with a list of configured Supervisors that shows their user IDs.

Step 2   To configure Supervisors, you can either:

- Edit the list of primary and secondary reports for a Supervisor by clicking on the link for user ID.

- To add a new Supervisor, click **Designate.**

- To delete a Supervisor, click **Undesignate.**

Add Supervisors

Use this procedure to add a new Supervisor.

Step 1   Enter the user ID of the user that you want to be a Supervisor or click the search icon to the right of the field and click **Find** to display a list of users.

Step 2   Click **Designate** to save your settings.

Edit Supervisors

Use this procedure to edit the configuration of an existing Supervisor.

Step 1   Choose the tab for **Primary reports** or **Secondary reports**.

Step 2   Click **Add Employee**.

Step 3   Enter the user ID of the user that you want to add or click the search icon to the right of the field and click **Find** to display a list of users.

Step 4   Click **Add Employee** to save your changes.

Step 5   Repeat Steps 3, 4, and 5 as many times as necessary to add all of reports that you want.

Step 6   If needed, change the display name or the user ID of the user that you want to be a Supervisor or click the search icon to the right of the field and click **Find** to display a list of users.

Step 7   Click **Designate** to save your settings.