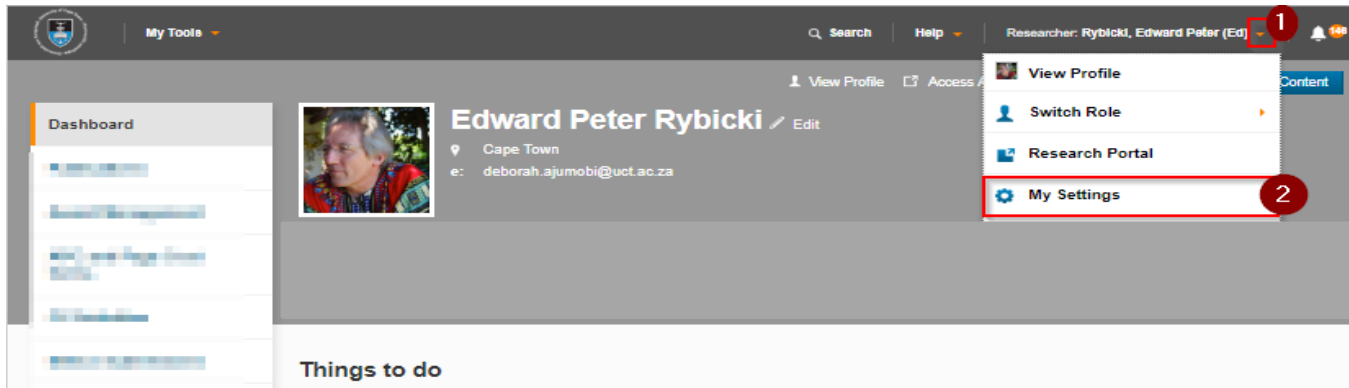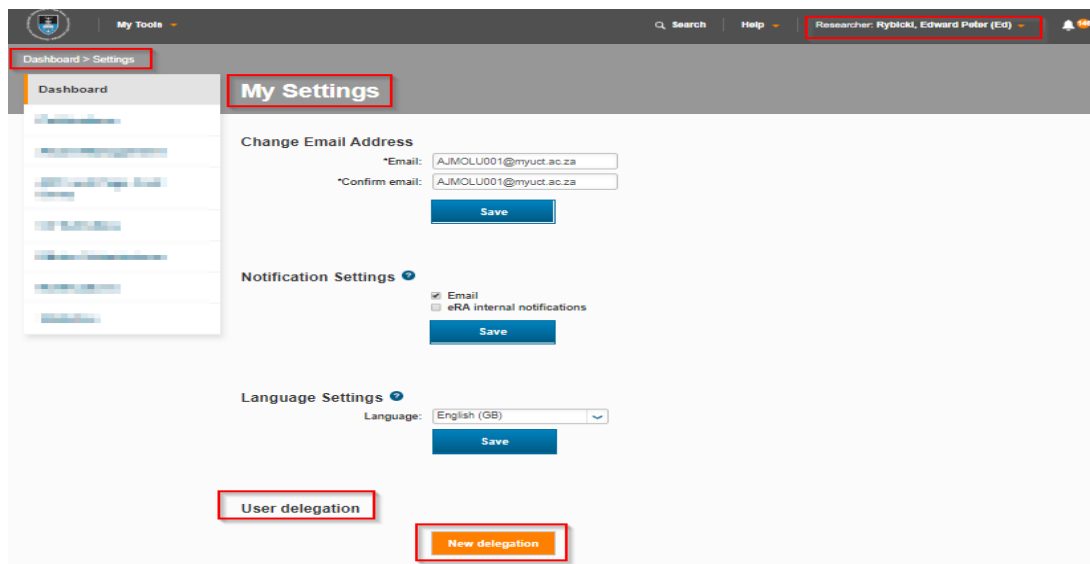# Delegating a Role

Users are able to delegate a role to another user/staff in instances where the role holder is on leave or for any other need or reason. To delegate a role, ensure you are logged in to the eRA System and on the right role you want to delegate, in this case it is the *Researcher role*. On the top right corner next to the role and/or name display, click on the orange down arrow, then click on *My Settings*.


Once the settings page is opened, scroll down to the *User delegation* section and click on *New Delegation*.


Please note that delegating a role means whoever you have delegated it to can see everything under your profile and make changes to all things related to you. As the delegator you are responsible for who you delegate to and whatever happens on your profile or records during this time. The eRA system has a status log functionality that records the various workflow steps changes made to a record on the system but this can only be viewed when you go into the record to check. If changes have been made to a record's workflow step, the status log will reflect this change with a time stamp and the details of the actual person be it the delegatee or the delegator. Also please note that who you delegate to can also delegate your profile to someone else. And should their profile be already delegated to someone else, the third person will get access to you profile as well.

Type in the name of the person you want to delegate the role to in the box next to 'select user' and presss the enter key on your keyboard to search. Once the name comes up, click on the 'plus sign' to select the name:
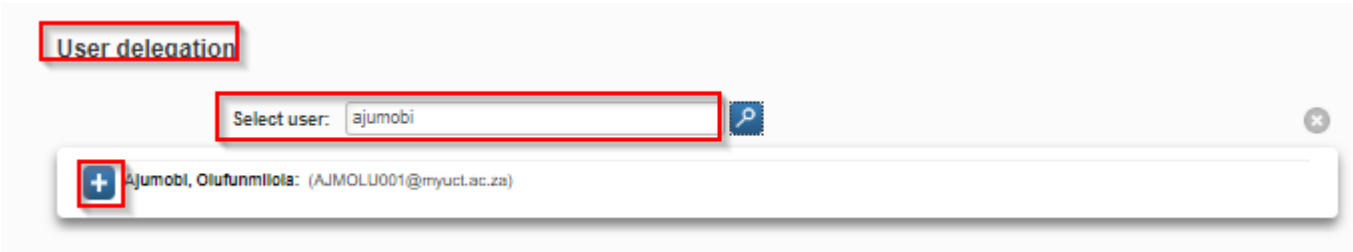
> *The plus icon is used to link additional data to the entry forms. Click on it for more information every time you come across it.*

Once the name has been selected click on *Delegate* to complete the process:
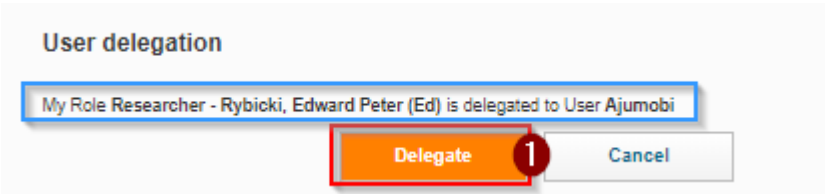
The delegated user would now be able to access the delegated role on their profile by using the "Switch Role" function: