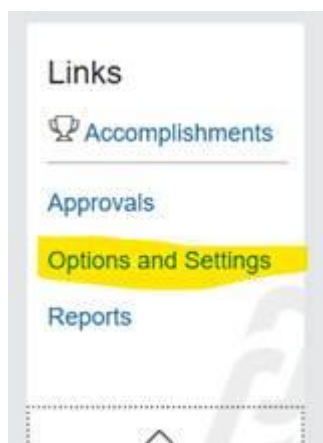
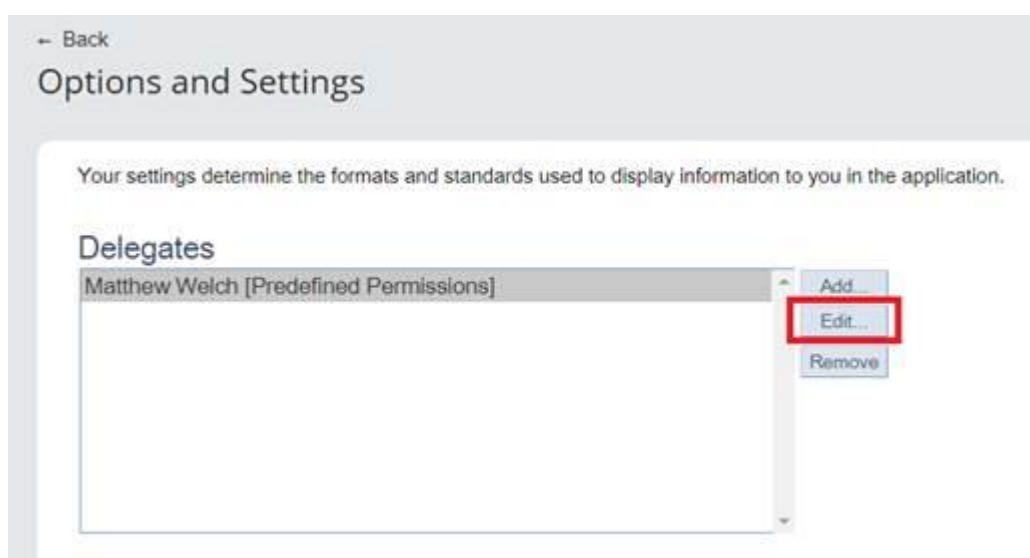


Learning Zone – how to reset delegated manager permissions

As a result of the recent upgrade to enable this capability, it may be necessary for some Headteachers to reset their previously assigned delegated authority. If the delegated manager is no longer able to make bookings on behalf of other members of staff, headteachers are kindly requested to complete the following actions in order to reset them and enable delegated managers to run reports.



If you have previously selected a person to delegate to, their name should appear in the Delegates box. Click on the name, click **edit**, select the **predefined permissions** option and **save**.



If there is no name displayed, or you wish to change the person you are delegating to, click **add**, search for the name, select the **predefined permissions** option and **save**.