Guide to SPOCadm for supervisor allocators.
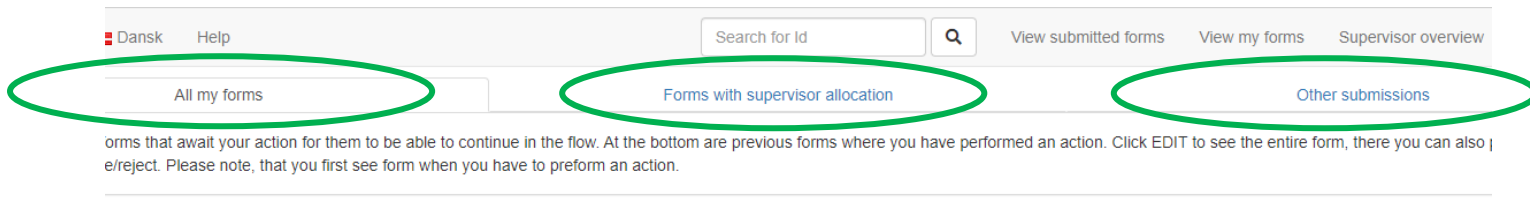
All forms can be found in three different lists.

All my forms	Forms with supervisor allocation	Other submissions

orms that await your action for them to be able to continue in the flow. At the bottom are previous forms where you have performed an action. Click EDIT to see the entire form, there you can also e/reject. Please note, that you first see form when you have to preform an action.

- All my forms
  - Show all forms where you must or have performed an action
- Forms with supervisor allocation
  - Used for assigning supervisor (previously known as listview)
- Grouped by form
  - Here you can see the other forms sorted by form

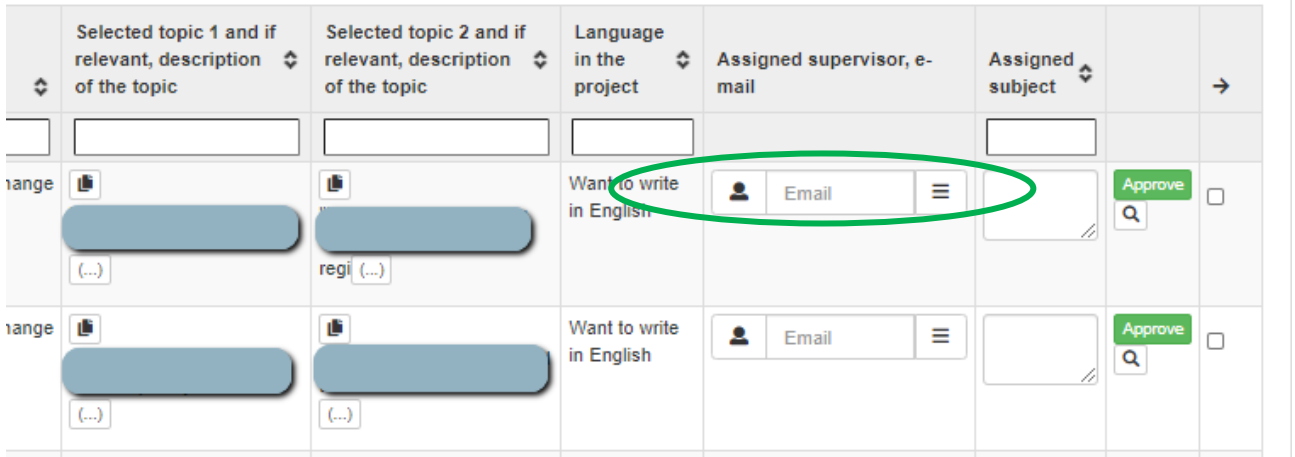## How to allocate a supervisor

There are two ways:

1. On "All my forms" next to a submission click EDIT. The submission opens, there you can read the submitted form, find the field for "assigned supervisor" (can have different name elsewhere) write a name and at the bottom click "Approve".
2. If you need to assign many supervisors use the tab "Forms with supervisor allocation", se guide below.

How the tab "Forms with supervisor allocation" works.

All submissions are grouped by form, click on a form to see the submissions.

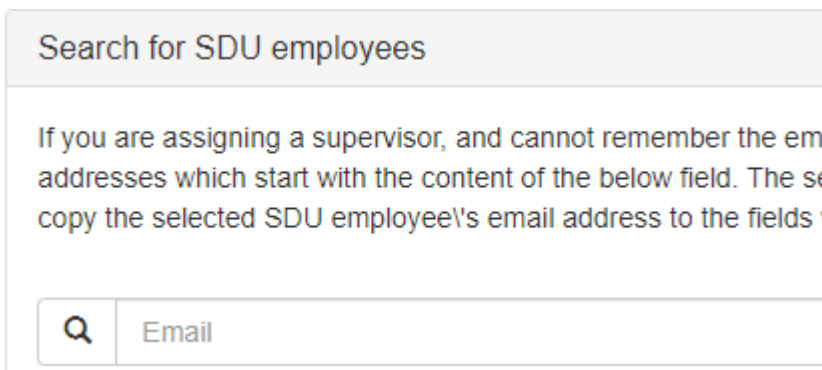**To assign one supervisor to one submission**

1. To assign a supervisor write the supervisors email in the field "Assigned supervisor, email"
2. Click Approve.

To assign a supervisor to many submissions.

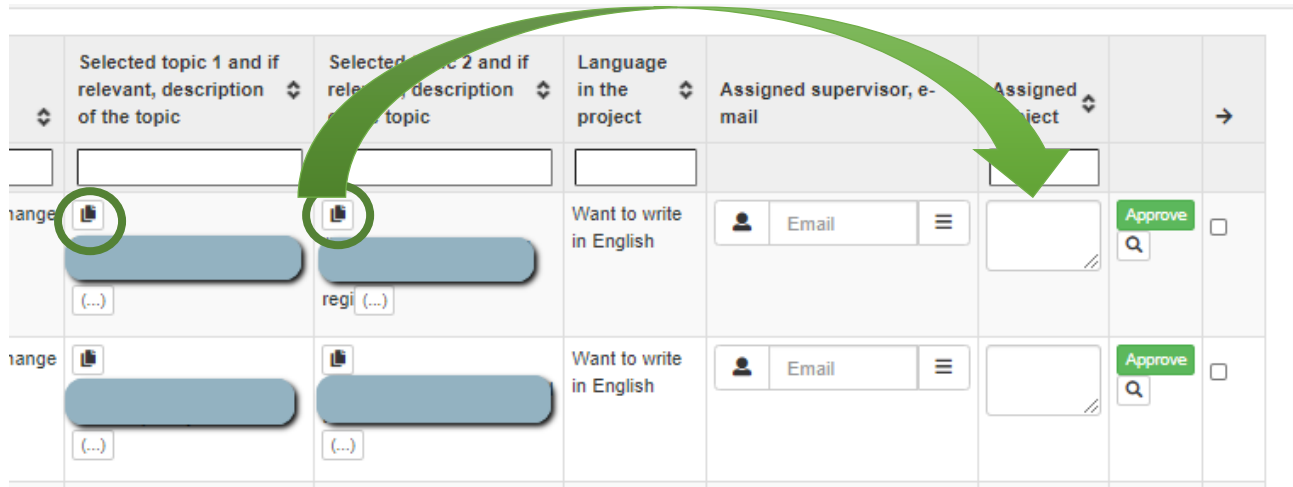1. Use the box "Search for SDU employees" and find the supervisor.

2. Click on ____ it will fill out the email.
3. Click Approve.

Assign a subject
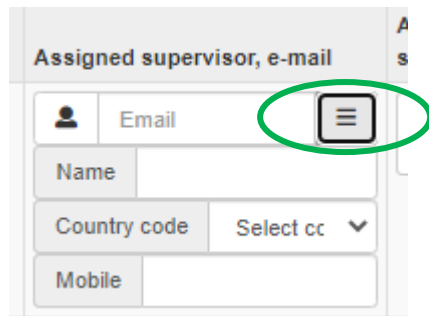
If you need to assign a subject, click on [icon] to copy the text to "Assigned subject".

Please note about External supervisors

If you assign an external supervisor, you need to fill out name and mobile number. The mobile is used to send a sms-code to login.

You can not assign an external supervisor to many submissions at once.

Forward the responsibility to assign a supervisor

You can forward the supervisor allocation privilege. Once forwarded you cannot recall it.

1. Find the username you want to forward to

Note: You can only forward to SDU-emails.

2. Set a checkmark in the right side next to one or more submissions, you want to forward to that person.

3. Click forward privilege

4. A mail is sent to the person and the form will disappear form you list.