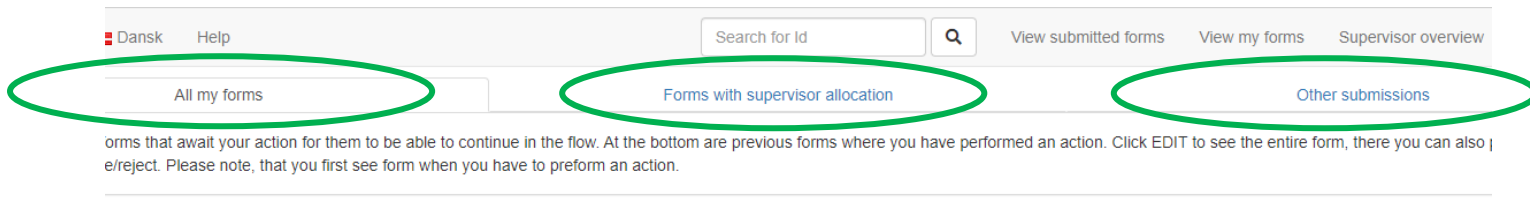


Guide to SPOCadm for supervisor allocators.

All forms can be found in three different lists.



- 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:

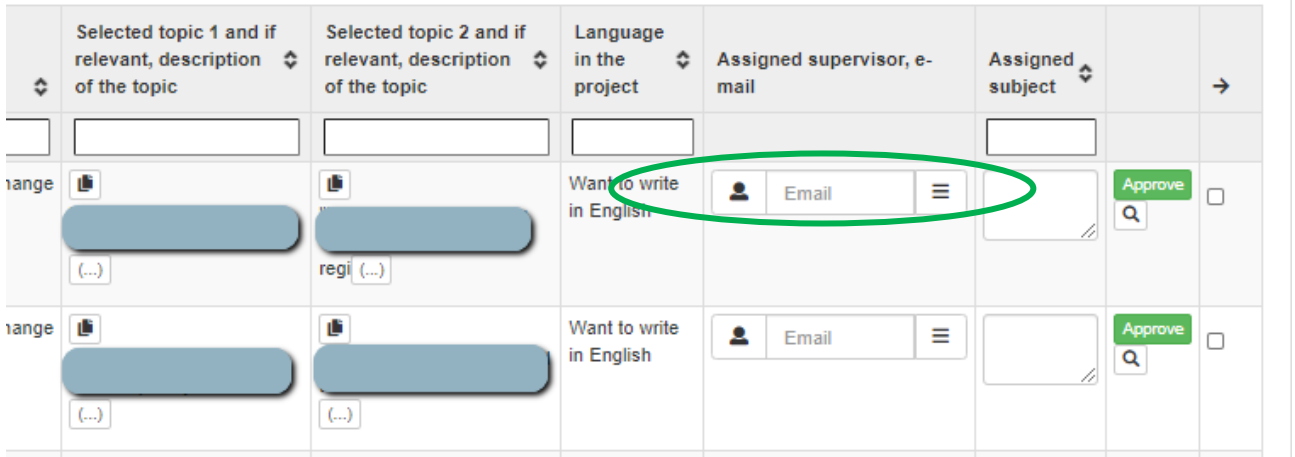
1. On "All my forms" next to a submission click EDIT. The submission opens, there you can read the submitted form, find the field for "assigned supervisor" (can have different name elsewhere) write a name and at the bottom click "Approve".
2. If you need to assign many supervisors use the tab "Forms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

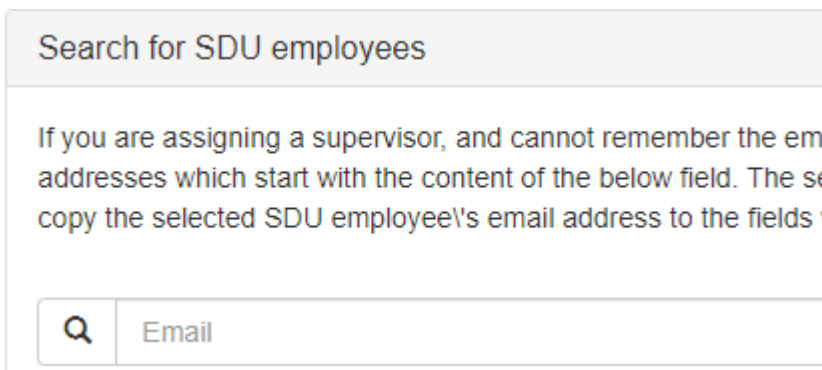
1. To assign a supervisor write the supervisors email in the field “Assigned supervisor, email”
2. Click Approve.



	Selected topic 1 and if relevant, description of the topic	Selected topic 2 and if relevant, description of the topic	Language in the project	Assigned supervisor, e-mail	Assigned subject		→
range	<input type="text"/>	<input type="text"/>	Want to write in English	<input type="text" value="Email"/>	<input type="text"/>	Approve	<input type="checkbox"/>
range	<input type="text"/>	<input type="text"/>	Want to write in English	<input type="text" value="Email"/>	<input type="text"/>	Approve	<input type="checkbox"/>

To assign a supervisor to many submissions.

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



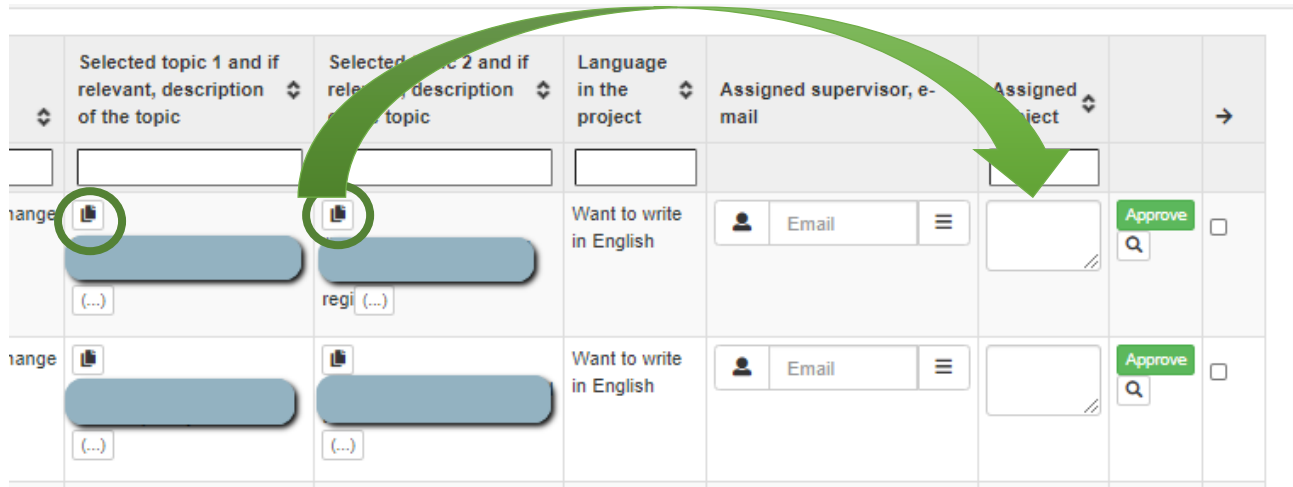
Search for SDU employees







If you are assigning a supervisor, and cannot remember the email addresses which start with the content of the below field. The search will return a list of SDU employees whose email addresses start with the content of the below field. Copy the selected SDU employee's email address to the fields above.

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

Assign a subject

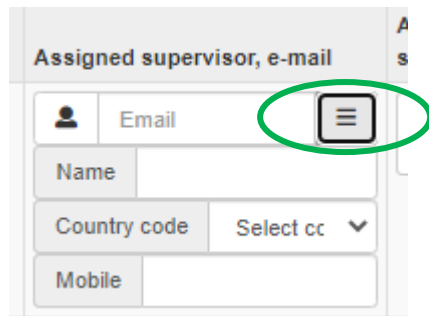
If you need to assign a subject, click on  to copy the text to “Assigned subject”.





	Selected topic 1 and if relevant, description of the topic	Selected topic 2 and if relevant, description of the topic	Language in the project	Assigned supervisor, e-mail	Assigned subject		
range	 [Redacted] (...)	 regi (...)	Want to write in English	 Email [Menu icon]	[Redacted]	Approve [Search icon]	<input type="checkbox"/>
range	 [Redacted] (...)	 [Redacted] (...)	Want to write in English	 Email [Menu icon]	[Redacted]	Approve [Search icon]	<input type="checkbox"/>

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.



Assigned supervisor, e-mail

 Email 

Name

Country code Select cc

Mobile

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

[All my forms](#)

Forward right to forms so other employee so they can assign a supervisor

If you want to forward the supervisor allocation privilege, you must check the submissions who must receive the supervisor allocation privilege for the selected submissions. After th

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.

	Selected topic 1 and if relevant, description of the topic	Selected topic 2 and if relevant, description of the topic	Language in the project	Assigned supervisor, e-mail	Assigned subject		→
range	<input type="text"/>	<input type="text"/>	Want to write in English	<input type="text" value="Email"/>	<input type="text"/>	Approve <input type="checkbox"/>	
range	<input type="text"/>	<input type="text"/>	Want to write in English	<input type="text" value="Email"/>	<input type="text"/>	Approve <input type="checkbox"/>	

3. Click forward privilege

[Forward privilege](#)

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