



## Configuring Supervisors

---

You can perform the following tasks when configuring Supervisors:

- [Viewing a List of Supervisors](#)
- [Adding Supervisors](#)
- [Editing Supervisors](#)

### Viewing a 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**.
- 

### Adding 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.

---

# Editing 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.
-