

# Appointing delegates in HISInOne (HIO)

HISinOne Release Version: 2024.06

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Workflow:

1. Please note that personal data is not pictured in the screenshots below for data protection reasons. Log in to the Campusportal of TU Dortmund University with your user ID and password and open the user interface *Eigene Vertretungsregeln verwalten* (Manage my delegation rules)

2. Then click the *Vertretungsregel anlegen* (Create delegation rule) button

- In the search mask that opens, the field *Zu vertretende Rolle* (Role to be delegated) is pre-set with the role assigned to you. If you have several roles in **HISinOne**, select the role you want to delegate here. In the *Vertreten durch* (Delegated to) field, enter the name of the person that is to be your delegate in the selected role. When you begin to type the name of the according delegate, a drop-down menu will open with a selection of all possible candidates. If the person you are looking for is not listed here, they have not yet been entered in **HISinOne**. In this case, please contact the **ITMC** directly and have the person in question entered in **HISinOne**. Finally, enter the according delegation period for the selected person in the *Gültig von* (Valid from) and *Gültig bis* (Valid to) fields. Confirm your input by clicking *Anlegen* (Create)

The screenshot shows the 'Eigene Vertretungsregeln verwalten' (Manage my delegation rules) page in the HISinOne system. The 'Anlegen' (Create) button is highlighted with a red box. The form contains the following fields:

- \* Zu vertretende Rolle**: A dropdown menu with 'Prüfer/-in (Dortmund, Technische Universität)' selected.
- \* Vertreten durch**: A text input field with a blue arrow icon to the right.
- \* Gültig von**: A date selection field.
- \* Gültig bis**: A date selection field.

Below the form, the 'Anlegen' button is again highlighted with a red box. The page footer includes the HISinOne logo and a footer bar with links to Impressum, Datenschutz, and Barrierefreiheit.

- You will then receive confirmation that your delegation rule has been successfully processed

The screenshot shows the same 'Eigene Vertretungsregeln verwalten' page, but now with a green confirmation message overlay: '✓ Bestätigung: Die Vertretungsregel wurde erfolgreich angelegt.' (Confirmation: The delegation rule was successfully created). Below the message, the 'Suchauswahl einschränken' (Restrict search selection) section is visible, showing a search for 'Vertreten durch' with fields for Vorname, Nachname, Rolle, and Organisationseinheit. The 'Gültigkeitszeitraum' (Validity period) is also shown with 'Gültig von' and 'Gültig bis' fields.

Below the search section, a table displays the delegation rules:

Zu vertretende Rolle	Vertreten durch	Gültig von	Gültig bis	Aktionen
Prüfer/-in (Dortmund, Technische Universität)		24.07.2025	24.07.2026	[Edit] [Delete]

The footer of the page includes the HISinOne logo and a footer bar with links to Impressum, Datenschutz, and Barrierefreiheit.

- The delegation rule is now active and your delegate can act in the role delegated to them during the selected period. You can also make changes to a delegation rule that has already been created. To do this, open the user interface *Eigene Vertretungsregeln verwalten* (Manage my delegation rules), select the delegation rule you created from the list and open it by clicking on the orange pencil. You can also remove a delegation rule completely by clicking the blue trash can

Sie sind hier: Startseite > Service > Persönliche Einstellungen > Eigene Vertretungsregeln verwalten

### Eigene Vertretungsregeln verwalten

Vertretungsregeln bearbeiten

Suchauswahl einschränken

Vertreten durch

Vorname

Nachname

Rolle

Organisationseinheit

Gültigkeitszeitraum

Gültig von

Gültig bis

Suchen Eingaben zurücksetzen Vertretungsregel anlegen Hilfe zur Suche

Suchbegriffe: Gültig bis: >=24.07.2025

Zu vertretende Rolle	Vertreten durch	Gültig von	Gültig bis	Aktionen
Prüfer/-in (Dortmund, Technische Universität)		24.07.2025	24.07.2026	

Suchergebnis: 1 Ergebnis | Zeilen pro Seite (Max:300) 10

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- Now make the desired adjustments to the delegation rule and confirm your input by clicking *Speichern* (Save)

Sie sind hier: Startseite > Service > Persönliche Einstellungen > Eigene Vertretungsregeln verwalten

### Eigene Vertretungsregeln verwalten

Speichern Abbrechen

Vertretungsregel bearbeiten

\* Zu vertretende Rolle

\* Vertreten durch

\* Gültig von

\* Gültig bis

Speichern Abbrechen

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7. You will then receive confirmation that your delegation rule has been successfully processed

The screenshot shows the HISinOne interface. A green confirmation box at the top center states: "Bestätigung: Die Vertretungsregel wurde erfolgreich angelegt." Below this, the "Eigene Vertretungsregeln verwalten" section is visible. It includes a search bar with "Suchbegriffe: Gültig bis: >=24.07.2025" and a table of delegation rules. The table has columns: "Zu vertretende Rolle", "Vertreten durch", "Gültig von", "Gültig bis", and "Aktionen". One entry is shown: "Prüfer/-in (Dortmund, Technische Universität)" with a validity period from 24.07.2025 to 24.07.2026. The footer includes "HISinOne" and "Deutsch".

8. In the drop-down menu *Rolle wechseln* (Change role), your delegate can access the role you have delegated to them within the defined time period and thus has all rights you also have in the according role in **HISinOne** (besides being able to further delegate a role that has been delegated to them). When delegates select a delegated role from the menu pictured below, the role is labeled with the name in whose stead they are acting

The screenshot shows the HISinOne interface with the "Rolle wechseln" dropdown menu open. The menu is highlighted with a red box and shows the selected role: "Prüfer/-in Dortmund, Technische Universität". The main content area shows "Quicklinks" and "Meine Meldungen". The footer includes "HISinOne" and "Deutsch".