

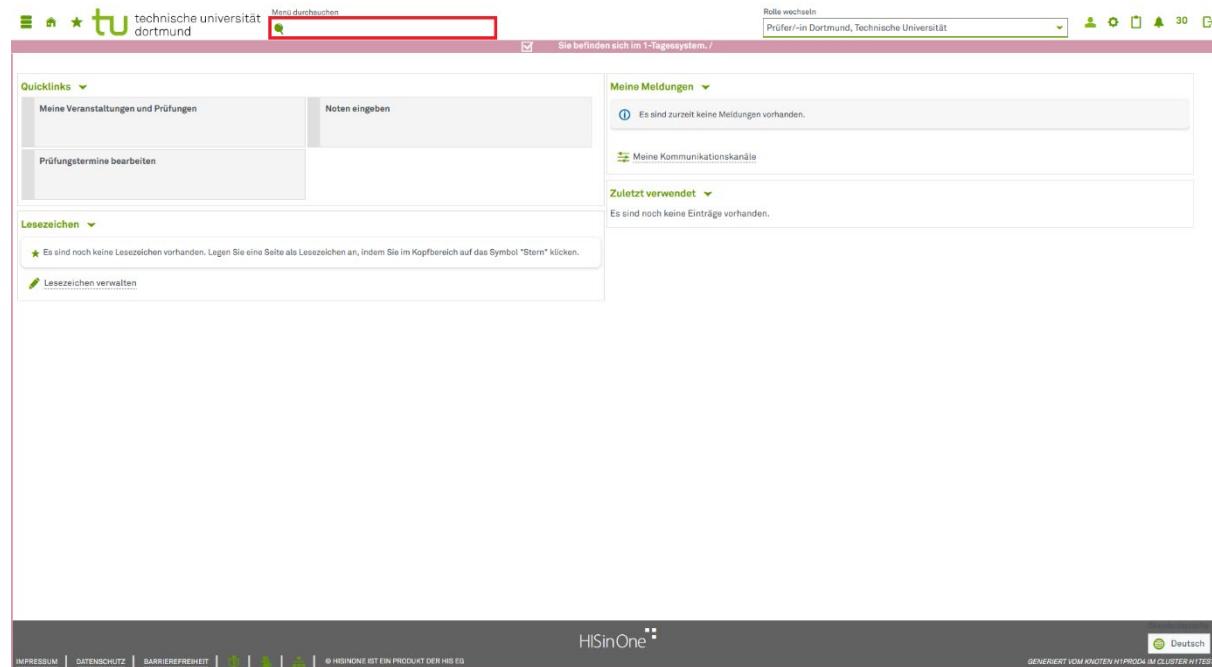
## Appointing delegates in HISInOne (HIO)

HISInOne Release Version: 2024.06

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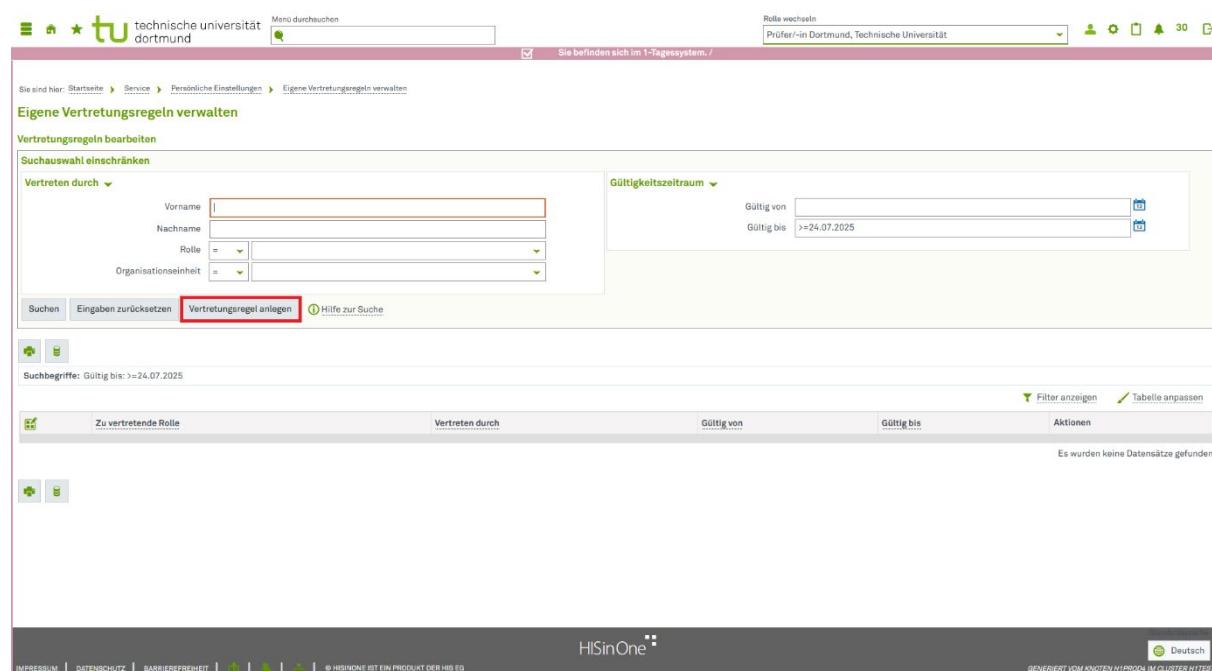
Workflow:

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)



The screenshot shows the HISInOne homepage. At the top, there is a navigation bar with the TU Dortmund logo, a search bar, and a dropdown menu showing 'Prüfer/-in Dortmund, Technische Universität'. Below the navigation bar, there are several sections: 'Quicklinks' (Meine Veranstaltungen und Prüfungen, Noten eingeben, Prüfungstermine bearbeiten), 'Meine Meldungen' (empty), 'Meine Kommunikationskanäle' (empty), 'Zuletzt verwendet' (empty), and 'Lesezeichen' (empty). At the bottom of the page, there is a footer with links to 'IMPRESSUM', 'DATENSCHUTZ', 'BARRIEREFREIHEIT', and 'HISINONE IST EIN PRODUKT DER HIS EG'. The page is generated from node 'H1PROD' in cluster 'H1TEST'.

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



The screenshot shows the 'Eigene Vertretungsregeln verwalten' (Manage my delegation rules) page. The URL in the browser is 'Startseite > Service > Persönliche Einstellungen > Eigene Vertretungsregeln verwalten'. The page has a search section for 'Vertreten durch' with fields for Vorname, Nachname, Rolle, and Organisationseinheit. It also has a 'Gültigkeitszeitraum' (Validity period) section with fields for 'Gültig von' (Valid from) and 'Gültig bis' (Valid until). Below these sections is a table with columns 'Zu vertretende Rolle', 'Vertreten durch', 'Gültig von', 'Gültig bis', and 'Aktionen'. The table is empty, with a note 'Es wurden keine Datensätze gefunden.' (No data sets found). At the bottom of the page, there is a footer with links to 'IMPRESSUM', 'DATENSCHUTZ', 'BARRIEREFREIHEIT', and 'HISINONE IST EIN PRODUKT DER HIS EG'. The page is generated from node 'H1PROD' in cluster 'H1TEST'.

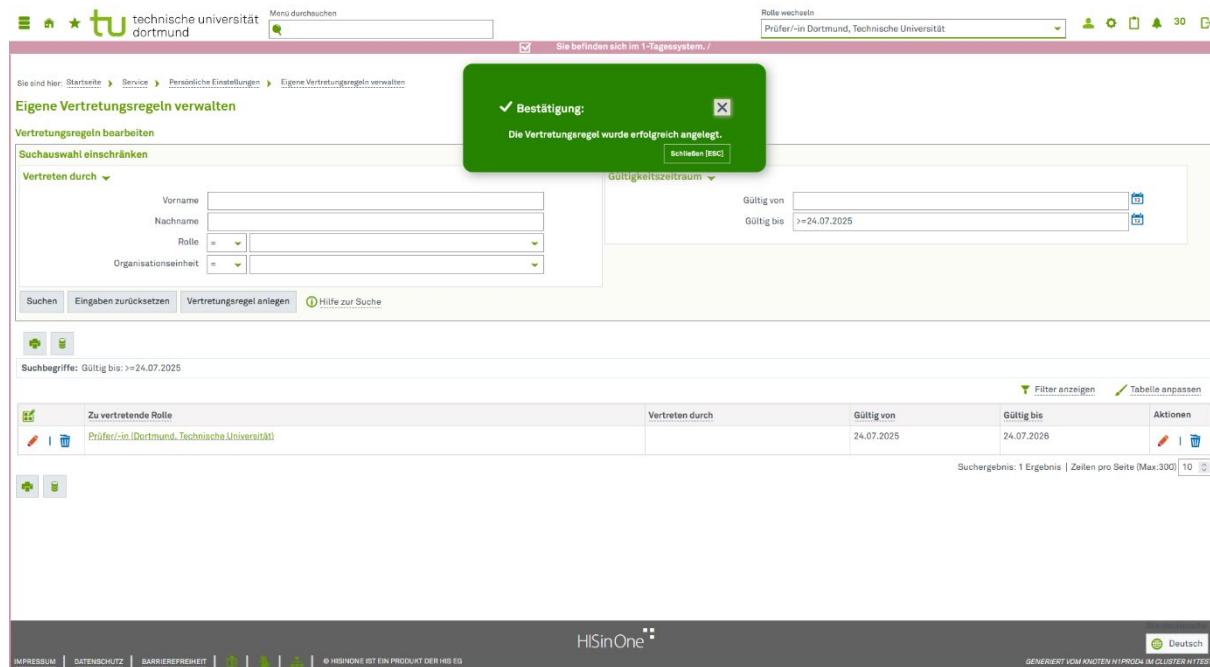
3. In the search mask that opens, the field **Zu vertretende Rolle** (Role to be delegated) is pre-set with the role assigned to you. If you have several roles in **HISInOne**, select the role you want to delegate here. In the **Vertreten durch** (Delegated to) field, enter the name of the person that 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)

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

5. 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

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

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



The screenshot shows a confirmation message: "Bestätigung: Die Vertretungsregel wurde erfolgreich angelegt." (Confirmation: The delegation rule was successfully created.)

The interface includes a search bar, a breadcrumb navigation path: "Sie sind hier: Startseite > Service > Persönliche Einstellungen > Eigene Vertretungsregeln verwalten", and a "Suchauswahl einschränken" (Search selection restrict) section with dropdowns for "Vertreten durch" (represented by a user icon), "Vorname" (First name), "Nachname" (Last name), "Rolle" (Role), and "Organisationseinheit" (Organizational unit).

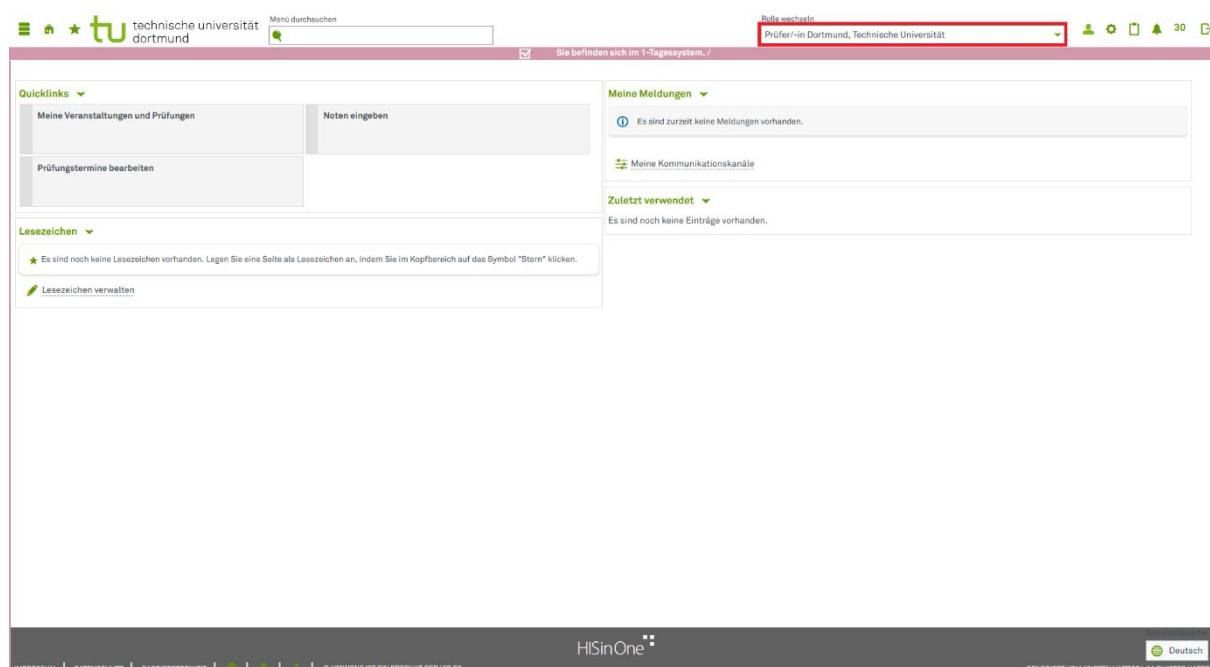
On the right, there is a "Gültigkeitszeitraum" (Validity period) section with "Gültig von" (Valid from) set to "24.07.2025" and "Gültig bis" (Valid until) set to "24.07.2026". A "Schließen [ESC]" (Close [ESC]) button is also present.

Below the search section, there is a "Suchbegriffe: Gültig bis: >24.07.2025" (Search terms: Valid until: >24.07.2025) and a table showing the created delegation rule:

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

At the bottom, there are "Filter anzeigen" (Show filter) and "Tabelle anpassen" (Adjust table) buttons, and a note: "Suchergebnis: 1 Ergebnis | Zeilen pro Seite (Max.300) 10".

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 "Rolle wechseln" (Change role) dropdown menu open, displaying the user "Prüfer/-in (Dortmund, Technische Universität)".

The main interface below the menu includes sections for "Quicklinks" (Meine Veranstaltungen und Prüfungen, Noten eingeben, Prüfungstermine bearbeiten), "Meine Meldungen" (Es sind zurzeit keine Meldungen vorhanden), "Meine Kommunikationskanäle" (Es sind noch keine Einträge vorhanden), and "Zuletzt verwendet" (Es sind noch keine Einträge vorhanden).

At the bottom, there is a "HISInOne" logo and a note: "GENERIERT VOM KNOTEN H1PROD1 IM CLUSTER H1TEST".