



DELEGATIONS

ADMINISTRATION TOOL

TABLE OF CONTENTS

WHAT IS THE “DELEGATIONS” BRANCH FOR? 5

CREATING A DELEGATION 7

DELEGATIONS MANAGEMENT SCREEN - AVAILABLE TABS 8

 What is a planned/effective/inactive delegation?..... 8

 “Log” tab 8

EDITING A DELEGATION 10

CANCELLING A DELEGATION 11

DELETING A DELEGATION 12

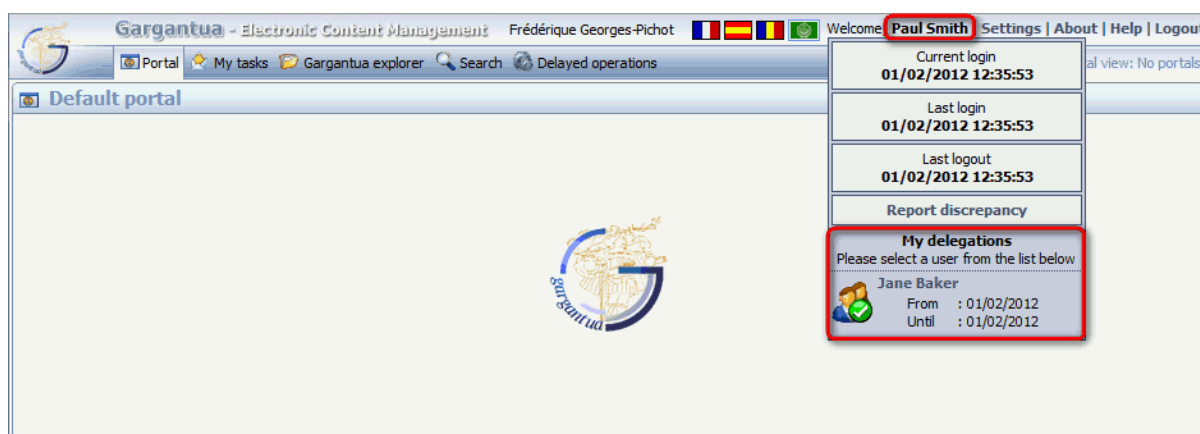
WHAT IS THE “DELEGATIONS” BRANCH FOR?

The **Delegations** branch in GARGANTUA Administration Tool allows you to designate a replacement when a user of GARGANTUA Web Client is unavailable, due to illness, holidays or any other temporary reason: for a definite period of time, the target user - that is, the replacement - is granted access to the source user's account, so that he can do all or part of the latter's work.

The **Delegations** branch also allows administrators to view and manage the delegations created by users of GARGANTUA Web Client who possess the **Delegate** privilege.

When a target user connects to GARGANTUA Web Client, a pop-up window listing the delegations he has received displays: the target user can then shift between the various accounts he is responsible for, by clicking the name of the corresponding user in the pop-up window.

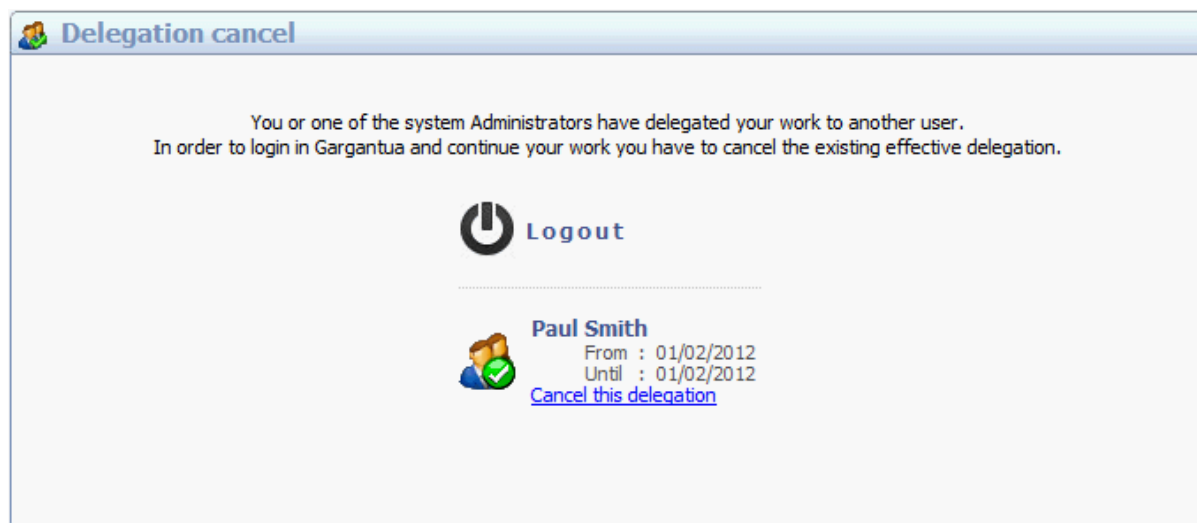
In the example below, Mr. Smith has been designated to replace Mrs. Baker, who has the flu: when he logs in (or when he hovers his name in the upper right hand corner of the screen), Mr. Smith can see he is entrusted with Mrs. Baker's work till the end of the day.



When Mr. Smith clicks Mrs. Baker's name in the pop-up window, he accesses her account and he can work on her behalf in GARGANTUA Web Client. Mrs. Baker's name is then displayed in red in the upper right hand corner of the screen and, when Mr. Smith hovers it, the pop-up window reappears, so that he can shift back to his own user account by clicking his name.



If the source user tries to log in, he accesses a screen that allows him to cancel the current delegation (if it is canceled, the delegation then becomes inactive: see [What is a planned/effective/inactive delegation?](#)).



Delegations do not apply to GARGANTUA Administration Tool: a target user cannot log into GARGANTUA Administration Tool and assume the source user's server and/or database management responsibilities. A source user with management responsibilities can always access GARGANTUA Administration Tool, even if a delegation of his work is currently effective.

CREATING A DELEGATION

To create a delegation, proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, click the **Delegations** branch.

The **Manage delegations** screen displays in the right pane.

2. In the bottom left corner of the right pane, click the **New** button.

The **New delegation** dialog displays.

3. On the right of the **Select source user** field, click the  button.

The user selection dialog displays.

4. In the **Name** field, enter the first letters of the name of the user of whom you want to delegate work.

A drop-down list displays.

5. In the drop-down list, double-click the name of the user of your choice.

6. Repeat steps 3 to 5 in order to fill in the **Select target user** field.

7. In the **Set delegation start date** field, click the part of the date (day, month or year) you want to edit.

The selected element is highlighted.

8. Increment or decrement the date element using the up/down directional arrows on your keyboard, or enter the value.

9. If you want the delegation to be valid only up to a certain date, repeat steps 7 and 8 in order to fill in the **Set delegation end date** field.

Otherwise, check the **Permanently** checkbox.

10. You can enter a description of the delegation in the **Description** field.

11. Click the **Create** button to close the dialog.

The appropriate tab (**Planned** or **Effective**) opens automatically and the new delegation displays highlighted in the list.

DELEGATIONS MANAGEMENT SCREEN - AVAILABLE TABS

The **Delegations management** screen contains the following tabs:

- The **Planned/effective/inactive** tabs allows you to view the delegations according to their categories.
- The **Log** tab allows you to view the list of all the operations performed on the delegations, and to filter them according to some criteria.
- The **Help** tab allows you to access the contextual help.

WHAT IS A PLANNED/EFFECTIVE/INACTIVE DELEGATION?

Depending on whether they are past, present or to come, delegations fall under 3 categories that each correspond to a dedicated tab in the **Manage delegations** screen:

- The **Planned** tab corresponds to delegations that have been created in advance and will come into force later.
- The **Effective** tab corresponds to delegations that are currently valid.
- The **Inactive** tab corresponds to delegations that have been effective in the past (even if they have been canceled).



The “Inactive” tab can be seen as a history of effective delegations.

“LOG” TAB

The **Log** tab allows you to view a list of all the operations performed in one of the branches of GARGANTUA Administration Tool.

You can filter your search through the following criteria:

- Start date, end date;
- User;
- Operation.

To filter by dates:

1. Fill in the date from which you want to view the operations performed, in the **Start date** field.
2. Fill in the date until which you want to view the operations performed, in the **End date** field.
3. Click on **Display**.

The list of the operations performed between the two dates is displayed in the **Log entries** field.



You can also click on the “Week audits”, “Month audits”, “Year audits” and “All audits” icons, so as to view the operations performed in larger periods of time.

To filter by users:

1. Click on the magnifying glass, close to the **User** field.
2. Fill in the user name from whom you want to view the performed operations.
3. Click on **Display**.

The list of the operations performed by the user is displayed in the Log entries field.

To filter by operation:

1. Click on the arrow of the **Operation** field.
A list of the possible operations is displayed.
2. Click on the type of operation desired.
3. Click on **Display**.

The list of the operations performed in relation with the selected type of operation is displayed in the **Log entries** field.



You can tick the “Show login/logout events” box to display the users connections and disconnections. This functionality is only available for the “Users” and “Server log” branches.

You can tick the “Only Show error audits box” to only display the failed operations.



The “Reset” button allows you to cancel the last filtering.

You can also export the list of the performed operations, in .csv format.

To export a list of the performed operations:

1. Generate a list, depending on the previous criteria.
2. Click on the **CSV Export** button.
3. Choose the place where you want to save the export.
4. Click on **Save**.

You have exported a list of the performed operations.

EDITING A DELEGATION



You can only edit planned delegations.

To edit a planned delegation, proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, click the **Delegations** branch.

The **Manage delegations** screen displays in the right pane.

2. In the **Planned** tab, click the delegation you want to edit.

The delegation is highlighted.

3. In the bottom left corner of the right pane, click the **Edit** button.

The **Edit delegation** dialog displays.

4. Make the appropriate changes (the roles of the dialog fields are explained in [Creating a delegation](#)).
5. Click the **Change** button to close the dialog.

The appropriate tab (**Planned** or **Effective**) opens automatically and the delegation you have just edited displays highlighted in the list.

CANCELLING A DELEGATION



You can only cancel effective delegations.

To cancel an effective delegation, proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, click the **Delegations** branch.

The **Manage delegations** screen displays in the right pane.

2. Click the **Effective** tab.
3. In the list, click the delegation you want to cancel.

The delegation is highlighted.

4. In the bottom left corner of the right pane, click the **Cancel** button.

A confirmation message displays.

5. Click **OK**.

The **Inactive** tab opens automatically and the delegation you have just canceled displays highlighted in the list.

DELETING A DELEGATION



You can only delete planned delegations.

To delete a planned delegation, proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, click the **Delegations** branch.

The **Manage delegations** screen displays in the right pane.

2. In the **Planned** tab, click the delegation you want to delete.

The delegation is highlighted.

3. In the bottom left corner of the right pane, click the **Delete** button.

A confirmation message displays.

4. Click **OK**.

The delegation disappears: it does not display among inactive delegations or anywhere else.