AppCal Support
The administrator role

When you have the administrator role, you can execute transactions for any of the users in your company. You are the only one who can change a participant's status from active to inactive.

More than one participant from a company can have the **Administrator** authorisation role. After changing the authorisation role, you need to press the "Update" button at the bottom of the page.

As an administrator you can execute appointment transactions on any appointment request appearing in the **Company Calendar** page.

As an administrator you can also "Work on behalf" of any of the users in your company and complete transactions for them. This needs to be done in the **Participants / Favourites / My calendar** and **My Info** pages of other users in your company.

When you work on behalf of another participant (from your company) everything you do is done as if you were that other participant, but you keep your own rights in the system.

There are two ways to start working on behalf of another participant:

• In **Company Calendar** you use the header menu. Click on any other users' name in the header of the calendar. Then select "Work on behalf of" in the popup menu

• Find the participant in in the **Participants** page and click on the work on behalf of button

Notice that the header tells you that you are working on behalf of another user. You can stop working on behalf of the other user by clicking on this button.

To change another participants role (from normal to administrator), go to **My Info** and change the authorization role from normal to administrator. You need to be in "work on behalf of" mode to be able to do this. By default, head delegates have this administrator role.

As an administrator you can change the status of another user. Once working on behalf of another user, an administrator can go to **My Info** and can change a participant status from active to inactive.

A participant status can only be changed from active to inactive if there are no appointments in his calendar. To change the status of a participant with appointments in his calendar, first go to his **Calendar** and decline or forward all appointments in his calendar. Once a participant's calendar is empty, the status can be changed.

To change a participant status from inactive to active, find the participant in the **Participant** page and edit his info.