Managing Member Delegations in Organisation PRODA Account

How to manage delegations step-by-step

Delegating attributes to certain members in Organisation PRODA Account allows the organisation to control member access.
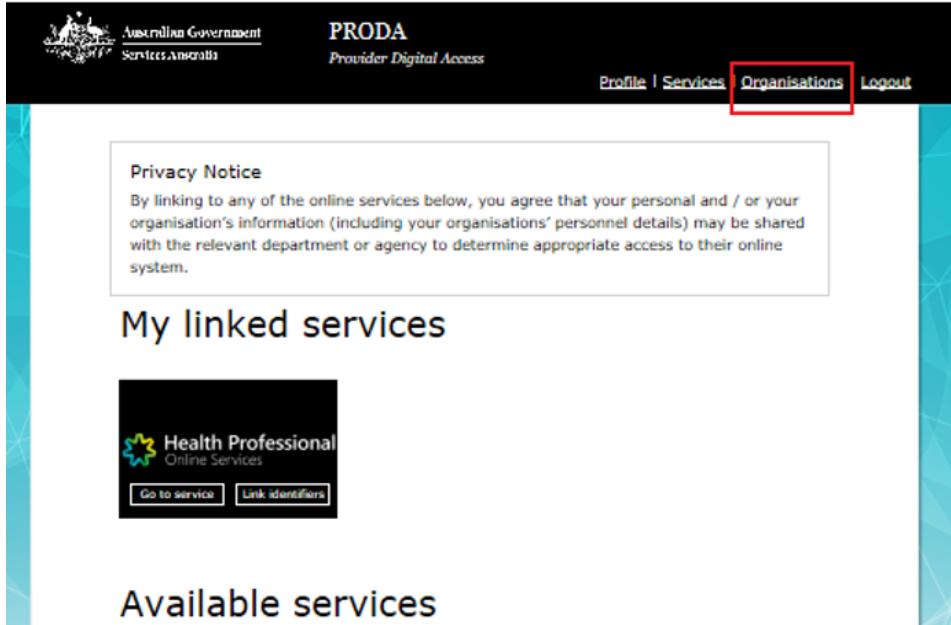
Step 1
PRODA

Login to PRODA

Enter **Authentication Code**

Then, select **Organisations**

Step 2
Organisation

Select the **Organisation** you want to add a member to

Step 3
Members

Select **Members** tab

Click on the **Member** you want to manage

Step 4
Attribute Delegations

Select **Attribute Delegations**

Click **Delegate To This Member**

Step 4a
Understanding Management Attributes

Attribute	Permissions
Owner Access	This assigns you all attributes and functions of a Director in PRODA.
Org Owner	This lets you access or perform a particular function with the Service Provider associated to the attribute.
Ident	This lets you access service providers as a nominee acting on behalf of another member of the organisation in PRODA.
Sub-Org Management	This lets you add, remove or update Subsidiary Organisations (sub orgs).
Service-Link Management	This lets you: • add and link the organisation in PRODA to a Service Provider • remove a Service Provider from the organisation in PRODA.
Employee Management	This lets you: • add or remove members • manage membership end dates.
Device Management	This lets you: • add, remove or update B2B devices • manage B2B device activation end dates.

Step 4b
Attribute Delegations

Select **Delegation** you want to attribute to the member

If you want them to be able to re-delegate the attribute to other members, select **Delegable**

Enter **To Date**
- •Maximum 12-month period
- •Recommend annual review and refresh of authorised members

Click **Delegate** button

Step 5
Attribute Delegations

You've delegated an attribute to your member.

You'll see their **Name** and **Attribute** in **Attribute Delegations**

Step 6
Managing Attribute Delegations

You can **Remove** a member's **Delegation**

Or,

Change their **End Date** in their Attribute delegation details.