



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](#)

A screenshot of the PRODA (Provider Digital Access) website. The top navigation bar is black with white text. On the left, it says "Australian Government Services Australia" with a small crest. In the center, it says "PRODA Provider Digital Access". On the right, there are links for "Profile", "Services", "Organisations" (which is highlighted with a red box), and "Logout". Below the navigation bar, there is a white box containing a "Privacy Notice" with text about sharing information. Underneath that, the heading "My linked services" is displayed. Below the heading, there is a black box for "Health Professional Online Services" with two buttons: "Go to service" and "Link identifiers". At the bottom of the screenshot, the heading "Available services" is visible.

Australian Government
Services Australia

PRODA
Provider Digital Access

Profile | Services | **Organisations** | Logout

Privacy Notice
By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

My linked services

Health Professional
Online Services

Go to service Link identifiers

Available services

Step 3

Members

Select **Members** tab

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



The screenshot shows the 'Manage my organisation' page in the PRODA system. At the top, there is a header with the Australian Government logo, 'PRODA Provider Digital Access', and navigation links for 'Profile', 'Services', 'Organisations', and 'Logout'. Below the header, there is a 'Back' link and the title 'Manage my organisation'. The main content area is divided into sections: 'Organisation Details', 'Remove Organisation', 'Members', 'Add Member', 'Subsidiary Organisations', 'Service Provider', and 'B2B Devices'. The 'Organisation Details' section contains fields for Organisation Name, PRODA RA (Organisation), Status, ABN, Contact Email Address, and Contact Phone Number, each with a corresponding value and an 'Update' link. The 'Members' section is highlighted with a red box and contains a table with columns for Name, PRODA RA, Role, and Status. The table has one row with the name 'Mary Collins', PRODA RA '999999999', Role 'Director', and Status 'Active'. Below the table is a pagination bar showing '1' of 10 records found. The 'Add Member' button is also visible.

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Profile | Services | Organisations | Logout

← Back

Manage my organisation

Organisation Details

Organisation Name	Organisation 1
PRODA RA (Organisation)	1234512345
Status	Active
ABN	12 345 345 677
Contact Email Address	org1@orgmail.com Update Email
Contact Phone Number	Not supplied. Update Phone

Remove Organisation

Members

Name	PRODA RA	Role	Status
Mary Collins	999999999	Director	Active

1 10 3 records found

Add Member

Subsidiary Organisations

Service Provider

B2B Devices

Back

Step 4

Attribute Delegations

Select **Attribute Delegations**

Click **Delegate To This Member**



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Profile | Services | Organisations | Logout

← Back

Manage Mary Citizen for Organisation 1

Member details

PRODA RA (Individual)	9999999991
Role	Personnel
Member Status	Active
Start Date (DD/MM/YYYY)	09/04/2020
End Date (DD/MM/YYYY)	18/04/2021

Remove this member

Delegations

Attribute Delegations

Name	Service Provider	Can Be Delegated
no record found		

1

Delegate To This Member

Nominee Delegations From Other Members

Nominee Delegations To Other Members

Back



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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• add or remove members• manage membership end dates.
Device Management	This lets you: <ul style="list-style-type: none">• 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



The screenshot shows a web interface titled "Delegations". At the top, there is a blue header with the text "Attribute Delegations". Below this, there are three input fields: "Name", "Service Provider", and "Can Be Delegated". A pagination bar shows "1" of "10" records, with "no record found" below it. A blue button labeled "Delegate To This Member" is visible. The main section is titled "New Delegation To This Member" and includes a sub-header: "To grant additional delegations to this member select the appropriate delegation from the list below and click Delegate." Below this, there is a "Member" dropdown menu with "Organisation 1" selected. A list of "Delegation" options is shown, each with a radio button: "CCBOS : CCBOS-Org-Owner", "CCCS : CCS-Org-Owner", "PRODA : Device-Management", "PRODA : Employee-Management", "PRODA : Owner-Access", "PRODA : Service-Link-Management", and "PRODA : Sub-Org-Management". A "Delegable" section has radio buttons for "Yes" and "No", with "No" selected. A "To Date" field contains the date "10/04/2021". At the bottom, a blue "Delegate" button is highlighted. Red boxes in the original image highlight the "Delegation" list, the "Delegable" section, the "To Date" field, and the "Delegate" button.

Step 5

Attribute Delegations



You've delegated an attribute to your member.

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

A screenshot of a web application interface titled "Delegations". At the top, there is a blue header bar with the text "Attribute Delegations". Below this is a table with three columns: "Name", "Service Provider", and "Can be Delegated". The first row of the table has the value "CCROS-Org-Owner" in the "Name" column, "Business Hub" in the "Service Provider" column, and "No" in the "Can be Delegated" column. A red box highlights the "Name" cell. Below the table is a "Delegate To This Member" button. Underneath, there is a section titled "New Delegation To This Member" with a sub-header "To grant additional delegations to this member select the appropriate delegation from the list below and click Delegate." A green box highlights a message: "▲ Delegation of CCROS:CCROS-Org-Owner attribute was successful." Below this message, there is a "Member" field with the value "JIRA-428". A "Delegation" section contains a list of radio buttons: "CCCS - CCS-Org-Owner", "PRXDA : Device-Management", "PRXDA : Employee-Management", "PRXDA : Owner-Access", "PRXDA : Service-Link-Management", and "PRXDA : Sub-Org-Management". A "Delegable" section has radio buttons for "Yes" and "No", with "No" selected. A "To Date" field contains the date "12/04/2021". At the bottom, there is a blue "Delegate" button.

Step 6

Managing Attribute Delegations



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

Or,

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

A screenshot of the PRODA (Provider Digital Access) web interface. The page title is "Attribute delegation details". It shows a table with the following information:

Attribute	CCBOS-Org-Owner	Service Provider	Business Hub
Delegated To	Mary Citizen	Delegable	No
Start Date	09/04/2020	End Date	10/04/2021

The "End Date" field is highlighted with a red box. Below the table, there is a blue button labeled "Remove this Delegation" and a white button labeled "Back". The page header includes the Australian Government logo, "PRODA Provider Digital Access", and navigation links for "Profile", "Services", "Organisations", and "Logout".