Adding a delegate to your user profile in Symplectic Elements / impersonating another user

*Symplectic Elements (SE) allows for an individual SE user to assign the role of delegate to another SE user, giving the delegate permission to ‘Impersonate’ the other user. An SE user can assign the role of delegate to any other SE user, even if they are not registered to the same University department or division, though this is most commonly used to allow Personal Assistants or Administrators access to individual accounts.*

In order to add a delegate to your user profile, the intended delegate will first need to be a registered SE user. If they are already an SE user, then follow the steps below.

If an SE account is required for the delegate, please see Research Support webpages for details for how to register for an SE account.

**NB:** A delegate does not inherit the ability to add other delegates to a user they are impersonating. The action of adding a delegate must be performed explicitly by the account holder.

**Adding a delegate**

Log in to SE at [https://oxris.ox.ac.uk/](https://oxris.ox.ac.uk/)

In the header menu (top right of the screen) select 'Account Settings'.

In the second content box of the Settings page you will have an option to ‘Add delegate’ to your account. Type the surname of your intended delegate into the box provided, select from the drop-down list and click ‘Add delegate’.

Save.

Your delegate will now be able to log into SE at Oxford using their own username and password, and click on ‘Impersonate another user’ on their home screen to access your profile.
NB: If you have additional permissions associated with your account, based on an applied role within the application, these permissions will not be available to the delegate on impersonating your profile.

Removing a delegate
To remove a delegate from your account, navigate to ‘Account settings’ as shown above and select the symbol next to the delegate’s name.

Impersonating another user
If you have been granted permission to act as a delegate for another SE user, you will see the ‘Impersonate another user’ option in the header menu.

Selecting this option takes you to another screen listing all the users for whom you can act as a delegate. Unless you are an administrator for a large group, this will usually be only one or two users.

Find the user you are a delegate for and click on their name. The options in all the menus will now relate to this user’s profile.

Alternatively from the ‘Home’ tab select the user from the ‘My Delegation’ menu and choose the ‘Impersonate this user’ option from the profile tab header.

When impersonating a user, the delegate can do anything the end user does with regards to publications:

- modify search settings;
- approve or reject publications; merge or split records; create links between publications and other data types; or
- deposit items into the institutional repository.

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