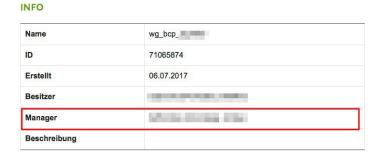## As owner How to Designate a group/workgroup manager

The workgroup owner can delegate the day-to-day account management to a workgroup manager. The workgroup manager must have been added to the workgroup as described above and can be configured in the group management system at https://portal.mi.fu-berlin.de.

- Log in with your ZEDAT account at https://portal.mi.fu-berlin.de. Navigate to 'Workgroups' ('Arbeitsgruppen') -> wg_bcp_<lab>.
- Go to the field 'Manager' in section 'Info'. See image below.
- Insert the ZEDAT account of the new manager, click 'Save' ('Änderungen speichern').

INFO

Name	wg_bcp_
ID	71065874
Erstellt	06.07.2017
Besitzer	
Manager	
Beschreibung	

The manager is configured separately for the Unix group bcp_ag-<lab>:

- Navigate to 'Groups' ('Gruppen') -> bcp_ag-_<lab>.
- Go to the field 'Manager' in section 'Group Information' ('Gruppeninformation').
- Insert the ZEDAT account of the new manager, click 'Save' ('Änderungen speichern').

Further details:

- 'Gruppen' and 'Arbeitsgruppen' in the group management system.