

EDH Questions Arising from ST GL meeting 18th May 1999

1) What are the “Expert Signatures” defined for ST division?

The following signatures are defined.

Any DAI created in any division in CERN will be routed via “one” of the corresponding people if it contains one of the activity codes listed.

Please do not change before new workflow manager! We need to freeze the current picture!

- Vehicules lourds et legers (activity codes 891,892,893,894,895,896,897,89A)
ALAIN DAGAN
ROBERT BELLONE
ALBERTO SCARAMELLI
- Blocs de blindage (activity codes 113,530,531)
ROBERT BELLONE
- Baraques, batiments temporaires, bureaux mobiles (activity code 116)
JEAN-LUC BALDY
LEO SYMONS
ALBERTO SCARAMELLI
- Equipements de radiocommunication (activity code 35A)
JEAN-JACQUES GOTTRAUX
PAOLO CIRIANI
ALBERTO SCARAMELLI
- Fax et telephones, telecommunications (activity code 357)
HERBERT BRODMANN
PAOLO CIRIANI
ALBERTO SCARAMELLI
- Systeme securite, alarmes, detection, protection de biens (activity code 982)
PAOLO CENNINI
HARRY LAEGER
ALBERTO SCARAMELLI
- Jardinage et espace verts (activity code 123)
CLAUDE GUTHAPFEL
ROBERT CHARAVAY
ALBERTO SCARAMELLI
- Fax et telephones, telecommunications (activity code 877)
CLAUDE DANGOISSE
JEAN-PIERRE RAPHOZ
PAOLO CIRIANI
ALBERTO SCARAMELLI

2) Why does the Shipping Request require signature of the Division Leader?

The original "committee" who defined the routing rules for the Shipping request states that :

- If the shipping request is permanent
 - or it is not for repair/order
 - or there is no specific reference on the Shipping Request to an original Order
- then the Shipping Request must go to a "Division Leader Level" signature.

In EDH this signature right is the "Divisional Property" signature right.

In many divisions at CERN this signature right is delegated to the DPO instead of the DL.
If you would like to avoid the Shipping Requests going to the DL, then change the DIP (Divisional Property) profile from DL to DPO.

The entire routing of the shipping request, together with its current form needs to be simplified in conjunction with AS-OP. This will take place later this year.

3) Why is my document routed to a delegate when I am only absent for Half a Day etc?

We have acted upon this!

As from now if you take holiday for less than one day this will have no effect on the EDH routing.

If you would like to take holiday, but would still like to receive EDH documents (i.e. you are "available") then this is already possible today by the following :

1. Take Holiday using the EDH Leave Request
2. Once the Leave Request has been Transferred to HR
3. Open the EDH 2.1 Version
4. In the Settings Menu / Absence : UNBLANK the days you are "available"

In the future we will implement this on the Web.

We also hope to support the possibility of being informed of the documents which you "would have signed" but which

4) In the case of absence I would like to completely delegate all my responsibilities, e.g. "Everything I should sign should go to Mr X when I am absent".

The "official" reply is that such delegation in fact is not legal! Officially one can only delegate powers **below** you, but not your own powers. Only your supervisor can delegate your powers. For example a Group Leader may delegate the powers of his/her section leaders. A division Leader may delegate the powers of the Group Leaders etc.

In practice, it is often the case that one would like to simply say "when I am absent send all my documents to person X".

Currently this is done by some division leaders by :

1. Changing passwords temporarily on EDH (for duration of absence)
2. Marking EDH absence calendar as being "available"
3. Giving username & password to delegate

We will put the request on our long term to-do list, but is unlikely that we can provide such functionality before they year 2000.

- 5) **Is it possible that POSTPONE could send an email to inform the creator. REJECT already sends such an email.**

This is possible for us to implement with the current workflow manager. However given that the lifespan of the current workflow manager is only of a few months it is not worth investing the work on something which will be replaced in a few months time. We will therefore investigate how this can be done in the new workflow manager software.