How to Set a Delegate
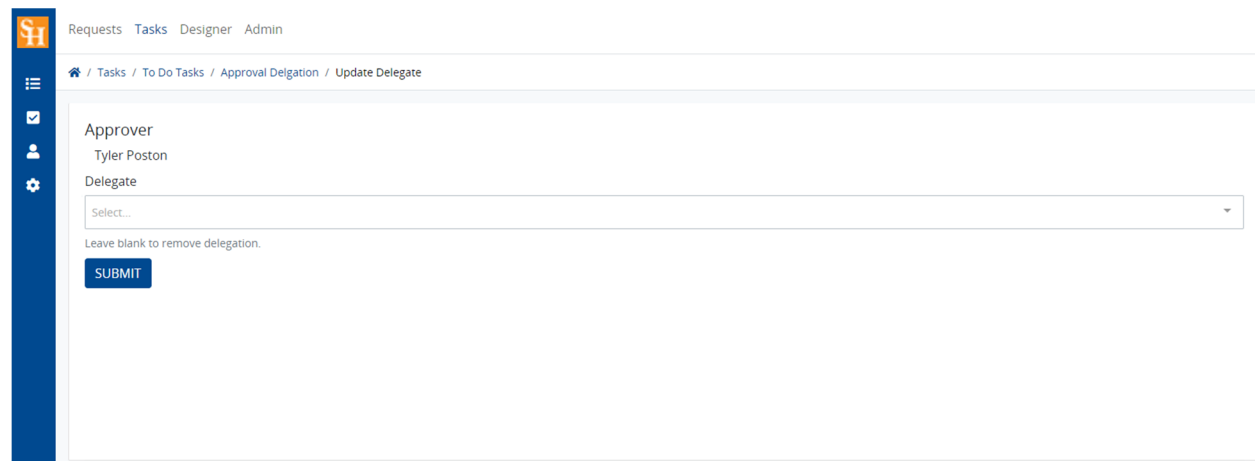
Assigning a delegate is done by beginning a new Request and selecting Approval Delegation from the list of available options.

Once the approval delegation request has started, a page like the screenshot below will be displayed.

At this point, a delegate can be set by searching for and selecting a user from the options provided.

After choosing a delegate, clicking the Submit button will process the request to delegate requested tasks to the delegate.

To change a delegate to another user or to remove delegation, the same steps must be followed to begin a new request. Then, a new user can be selected, or the user removed to end the delegation.