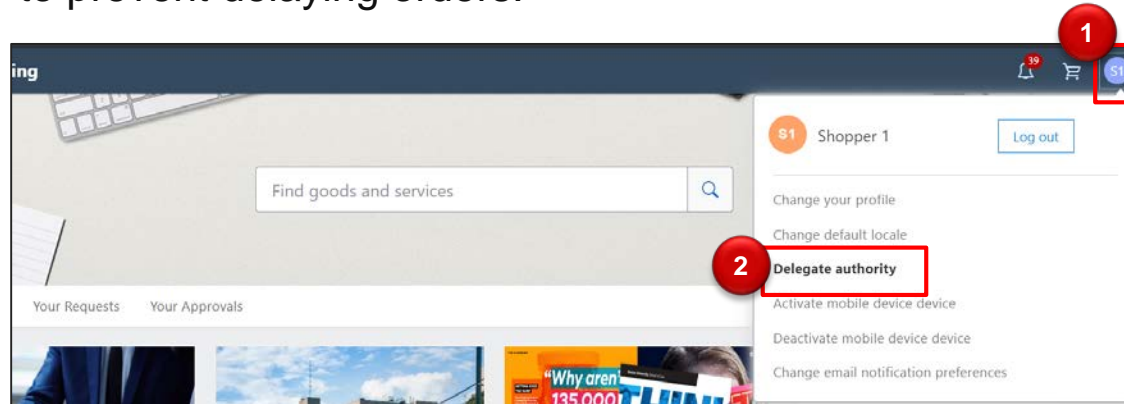


Delegate Authority



# Delegate Authority

Approvers should delegate authority to another approver while out of the office to prevent delaying orders.



1 Click the **User Profile** icon in the top right corner.

2 Click **Delegate Authority**.

3 Select the drop down next to **Delegatee**. Click **Search more**.

A screenshot of the 'Delegate Authority' form. The form has a title 'Delegate Authority' and a subtitle 'UP130: Shopper 1'. On the left, there are three tabs: '1 Delegate', '2 Approval Flow', and '3 Review Changes'. The main form fields include: 'Delegatee: \*' with a dropdown menu and a red circle '3' pointing to it; 'Delegation Start Date: \*' with the value 'Heather M, Gillis'; 'Delegation End Date: \*' with a 'Search more' button; 'Delegation Reason: \*' with a text area; and 'Notification: \*' with a checked checkbox and the text 'Continue to notify me by email of approval requests'.

A screenshot of the 'Choose Value for Delegatee' search dialog. It has a search bar with the text 'mary bacci' and a 'Search' button. Below the search bar, there is a table with columns 'Name' and 'PasswordAdapter'. The table contains two rows: '(no value)' and 'MARY BACCI Enterprise User'. The 'Select' button next to 'MARY BACCI' is highlighted with a red circle '5'. A red circle '4' points to the search bar.

4 Enter Name and click **Search**.

5 Click **Select** next to the appropriate approver.

# Delegate Authority

Complete the required information including timeframe and reason for delegate.

The screenshot shows the 'Delegate Authority' form for user UP235: DAWNA JOHNSON. The form is divided into three steps: 1. Delegate, 2. Approval Flow, and 3. Review Changes. The 'Delegate' step is active. A red box highlights the 'Delegatee' dropdown (set to 'MARY BACCI'), the 'Delegation Start Date' (7/9/2020, 12:00 AM), the 'Delegation End Date' (7/23/2020, 11:59 PM), and the 'Delegation Reason' text area (containing 'I will be out of the office.'). A red circle with the number 8 is placed over the 'Delegation Reason' field. Another red circle with the number 9 is placed over the 'Next' button in the top right corner.

8 Enter the **Delegation Start and End Date**.

Provide a **Delegation Reason**.

Indicate if you would still like to be notified of approval requests via email.

9 Click **Next**.

10 Add approvers to approve the delegation, if necessary. Watchers can be added but no action will be required.

The screenshot shows the 'Approval Flow - User Profile' section of the 'Delegate Authority' form. The form is divided into three steps: 1. Delegate, 2. Approval Flow, and 3. Review Changes. The 'Approval Flow' step is active. A red circle with the number 10 is placed over the 'Approval Flow' step indicator. The text reads: 'Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on your permissions.' Below this, it says 'There are no approvals required.' A flow diagram shows a yellow box labeled 'Submitted' connected to a blue box labeled 'Add Initial Approver', which is connected to a yellow box labeled 'Approved'. A red circle with the number 11 is placed over the 'Next' button in the top right corner.

11 Click **Next**.

# Delegate Authority

Review the delegation details and click **Submit**. The approver to whom you delegate authority will receive a message upon logging in to **Guided BUying** notifying them of the delegation.

Change	From	To
Delegatee	(no value)	MARY BACCI
Delegation Start Date		7/9/2020
Delegation End Date		7/23/2020
Delegation Reason		I will be out of the office.

12 Review delegation details include start and end date and click **Submit**. Request will be sent for approval only if an approver was added to the **Approval Flow** tab.

**BOSTON UNIVERSITY** Test Site

## Act as User

You have the permission to act as the users listed below. You can log in as yourself or as the other user.

Log in as:

- [BUWTN502 - 9 requests require action](#)
- [DAWNA JOHNSON - 10 requests require action](#)

13 The approver authority is delegated to will receive a message upon logging in. They will have the option to login as themselves or the approver who delegated authority.

