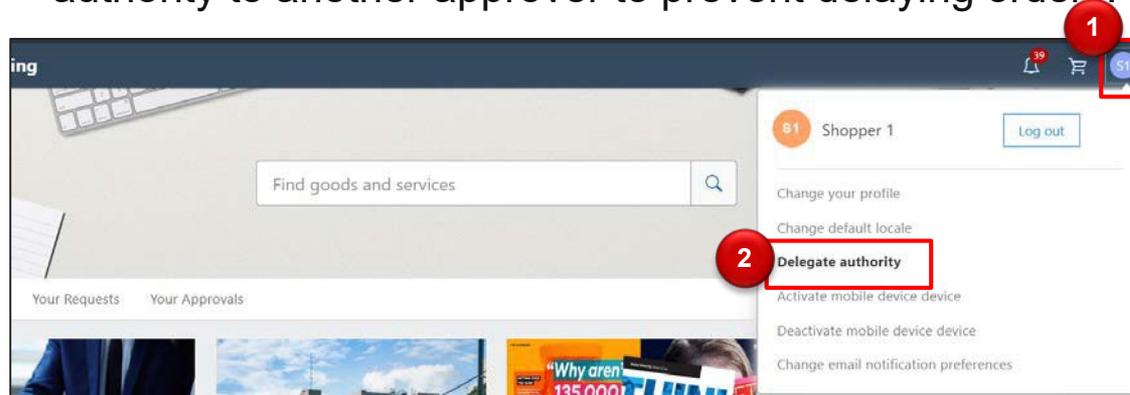


Delegate Authority



Delegate Authority

Before going out of office, users with the approver role should delegate authority to another approver to prevent delaying orders.



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

2 Click **Delegate Authority**.

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

A screenshot of the 'Delegate Authority' form. The form is titled 'Delegate Authority UP130: Shopper 1'. It has a sidebar with three options: '1 Delegate', '2 Approval Flow', and '3 Review Changes'. The main form fields include: 'Delegatee: *' with a dropdown arrow (highlighted with a red circle '3'), 'Delegation Start Date: *' with the value 'Heather M, Gillis', 'Delegation End Date: *' with a 'Search more' button (highlighted with a red circle '3'), 'Delegation Reason: *' with a text area, and 'Notification: Continue to notify me by email of approval requests'.

A screenshot of the 'Choose Value for Delegatee' search results. The search bar contains 'mary bacci' and a 'Search' button (highlighted with a red circle '4'). Below the search bar is a table with columns 'Name' and 'PasswordAdapter'. The table has two rows: '(no value)' with a 'Select' button (highlighted with a red circle '5') and 'MARY BACCI Enterprise User' with a 'Select' button (highlighted with a red circle '5'). A 'Done' button is at the bottom right.

4 Enter the individual's name and click **Search**.

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

Delegate Authority

Complete the required information including timeframe and reason for delegation.

Delegate Authority UP235: DAWNA JOHNSON

1 Delegate
2 Approval Flow
3 Review Changes

Delegatee: * MARY BACCI

Delegation Start Date: * 7/9/2020 12:00 AM

Delegation End Date: * 7/23/2020 11:59 PM

Delegation Reason: I will be out of the office.

Notification: Continue to notify me by email of approval requests

8

9 Next Exit

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.

10 Delegate Authority UP235: DAWNA JOHNSON

Prev Next Exit

1 Delegate
2 Approval Flow
3 Review Changes

Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on your permissions.

Approval Flow - User Profile

There are no approvals required.

Submitted Add Initial Approver Approved

11

9 Click **Next**.

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

11 Click **Next**.

Delegate Authority

Review delegation details and click **Submit**.

The approver to whom you delegate authority will receive a message upon logging in to **Guided BUYing** that notifies them of the delegation.

Delegate Authority UP235: DAWNA JOHNSON Prev **Submit** Exit

Review your request and then submit it for approval.

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.

1 Delegate

2 Approval Flow

3 Review Changes

 **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](#)

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.

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