



Delegation

This document contains instructions in the following areas for working with

- Delegating inbox items while you are away





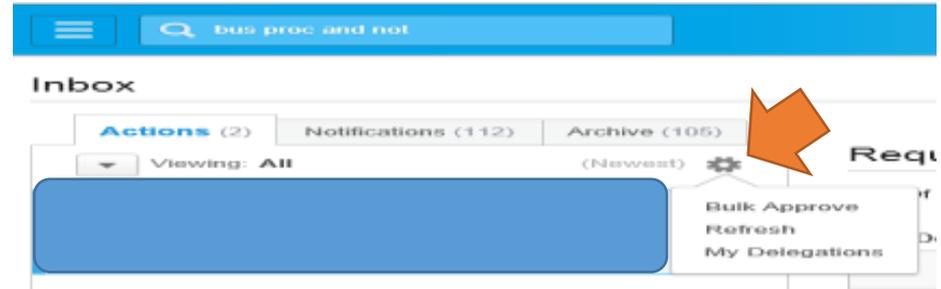
To Delegate my Inbox to someone else while I am away from work.

- Click on the Inbox icon.
- Click on the “Gear” icon.
- Click on “My Delegations”
- Click on the “Manage Delegations”
- Enter a “Begin Date” for the delegation.
- Enter an “End Date”.
- Populate the “Delegate” field by searching for the user you wish to delegate to or use the Prompt icon to find the desired delegate.
- Determine if you would like to retain access to the business process tasks that are delegated or not. (If this box isn’t checked you will not see anything in your inbox. If it is checked, you will see what’s in your inbox as well as the person that you delegated to.
- Click the “Submit” button to initiate the request.
- Once your request is submitted it will be routed to your Manager for approval.

Delegation

Delegating your Inbox

When you, as a Manager, take vacation or leave, you would not want important business process tasks to fill up your inbox. It is important to complete tasks in a timely manner. To facilitate, this when you are away from work or away from the office you can delegate your inbox to another system user.



New Delegation

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="search"/>	<input type="text" value="search"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="text" value="search"/> <input checked="" type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox <input type="checkbox"/> Delegation Rule

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