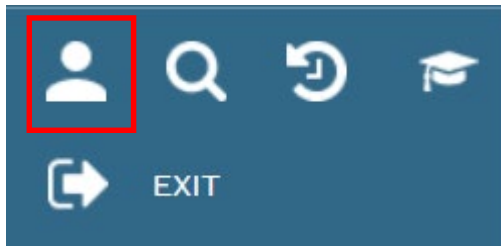


## HOW TO SET UP WORKFLOW DELEGATES

Use this process to select an alternate approver for a workflow process.

- After logging in to PMWeb, click the **Silhouette (Profile)** on the lower left menu.



PMWeb®

Delegating

- Under the **Delegates** tab, click **Add**.

SETTINGS HOME PAGE SETTINGS **DELEGATES**

Drag a column header and drop it here to group by that column

Edit **+ Add** Delete Activate Selected Deactivate Selected Refresh Save Layout Load Default Layout

LINE #	LEVEL	ROLE	ACTION	DELEGATE TO / REPLACE WITH	APPLY TO RECORDS	END	NOTES	ACTIVATED	DEAC
		<input type="checkbox"/>							

No records to display.

Enter the following:

- **Level:** leave defaulted to System for all projects or select specific project
- **Delegate to / Replace With:** select user name from drop down list
- **End:** enter date delegation should end
- Click **Save** when completed.

SETTINGS HOME PAGE SETTINGS **DELEGATES**

Drag a column header and drop it here to group by that column

Edit **+ Add** Delete Activate Selected Deactivate Selected Refresh Save Layout Load Default Layout

LINE #	LEVEL	ROLE	ACTION	DELEGATE TO / REPLACE WITH	APPLY TO RECORDS	END	NOTES	ACTIVATED	DEAC
		<input type="checkbox"/>							