

# BASICS

## *Setting Workflow Delegates*

## SETTING WORKFLOW DELEGATES

If you need to delegate another user for a workflow to fill in during an absence, set your delegation by doing the following:

- Click the **Profile** button at the bottom of the left hand menu.

The screenshot shows the PMWeb interface. The left-hand navigation menu is visible, with the 'Profile' button (represented by a person icon) highlighted with a red box and a red arrow pointing to it. The main content area displays several panels: 'Links' (containing 'NJSDA'), 'Workflow Inbox' (No records to display), 'Collaborate Inbox' (No records to display), and 'NOTIFICATION INBOX' (containing a table with one record).

ID	DOCUMENT TYPE	PROJECT/LOCATIC	DUE DATE	DESCRIPTION
79	Transmittals	130AED - Port Mor	12-21-2021	

- When the menu box displays, click the **Delegates** option, then click the **Add** button.

PROFILE - JI - Jennifer Irizarry ×

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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="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

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- Select your delegate from the drop-down list and complete the remaining grid information. Click **Save** when completed.

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SETTINGS HOME PAGE SETTINGS **DELEGATES**

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

⏏ Save ✎ Cancel Save Layout Load Default Layout

LINE #	LEVEL	ROLE	ACTION	DELEGATE TO / REPLACE WITH	APPLY TO RECORDS	END	NOTES	ACTIVATED	DEAC
	(System) ▾	-- All -- ▾	Delegate ▾	<input type="text"/>	Both ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.