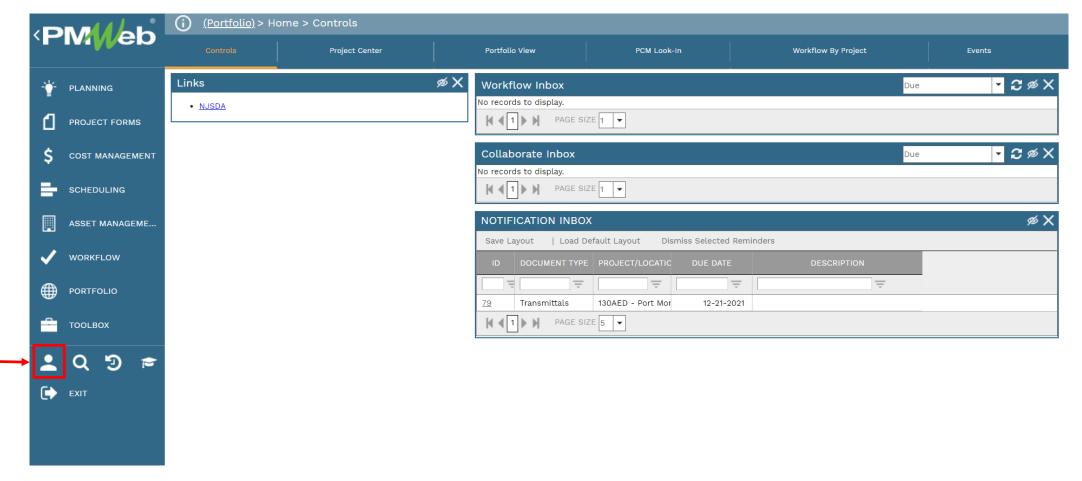


BASICS Setting Workflow Delegates

SETTING WORKFLOW DELEGATES

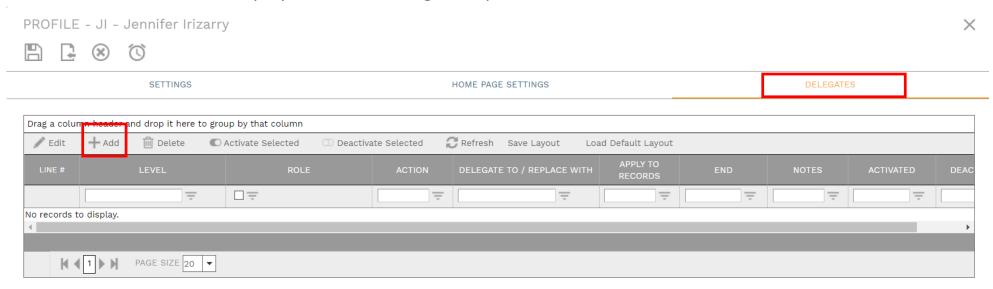
If you need to delegate another user for a workflow to fill in during an absence, set your delegation by doing the following:

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





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



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

