

Acting as a Delegate

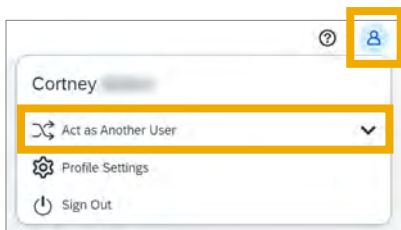
What is a Delegate?

A Delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating or approving expense reports.

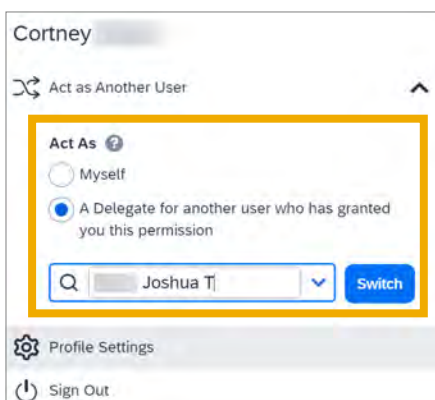
How to Act as a Delegate

Begin by logging in to the system.

1. Click the **Profile** icon.
2. Click the **Act as Another User** dropdown.



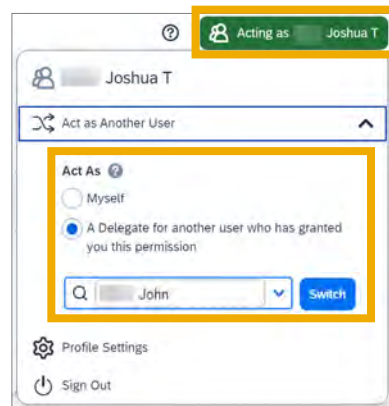
3. Select the **A Delegate for another user who has granted you this permission** radio button.
4. Enter all or part of the appropriate user's name in the Search by name or ID field.
5. Select the appropriate user from the list.
6. Click the **Switch** button.



Result: You are now acting as a Delegate for this user, and they will have determined your rights and privileges as their Delegate.

How to Switch Acting as a Delegate

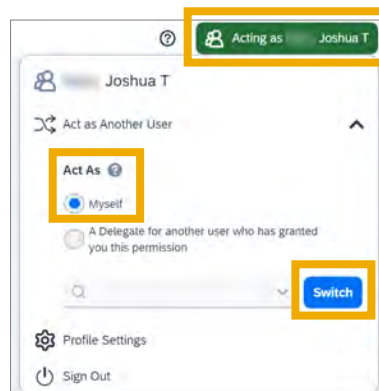
1. Click the **Acting as <user name>** link.
2. Select the **A Delegate for another user who has granted you this permission** radio button.
3. Enter all or part of the appropriate user's name.
4. Select the appropriate user from the list.
5. Click the **Switch** button.



Result: You will now be working as another user.

How to Stop Acting as a Delegate

1. Click the **Acting as <user name>** link.
2. Select the **Myself** radio button.
3. Click the **Switch** button.



Result: You will now be working as yourself.