

## 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** link.
2. Then verify that the **Act on behalf of another user** option is selected.
2. Enter all or part of the appropriate user's name.

A screenshot of a user profile page. At the top right, there is a 'Help' dropdown and a 'Profile' link with a user icon, both highlighted with a yellow box. Below this, the user's name 'Cortney Test' is displayed, along with 'Profile Settings' and 'Sign Out' links. The 'Acting as other user' section is visible, featuring a dropdown menu labeled 'Choose a user' which is highlighted with a yellow box. Below the dropdown are 'Cancel' and 'Start Session' buttons.

3. Select the appropriate user from the list.
4. Click the **Start Session** button.

A close-up screenshot of the 'Acting as other user' section. The dropdown menu now shows 'Test, Collette' selected. The 'Start Session' button is highlighted with a yellow box, indicating the next step in the process.

**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 Stop Acting as a Delegate

1. Click the **Acting as <user name>** link.
2. Click the **Done acting for others** button.

A screenshot of the user profile page showing the 'Acting as other user' section. At the top right, the 'Acting as Test, Collette' link is highlighted with a yellow box. Below the 'Acting as other user' section, the 'Done acting for others' button is highlighted with a yellow box, indicating the final step to stop acting as a delegate.

**Result:** You will now be working as yourself.