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.
3. Enter all or part of the appropriate user’s name.
4. Select the appropriate user from the list.
5. Click the Start Session 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 Stop Acting as a Delegate

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

Result: You will now be working as yourself.