

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.

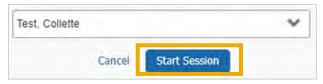
How to Act as a Delegate

Begin by logging in to the system.

- 1. Click the **Profile** 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.



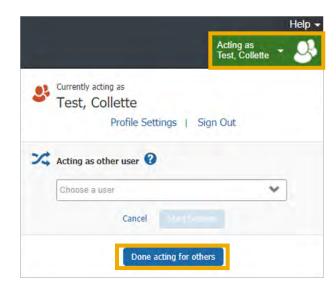
- 3. Select the appropriate user from the list.
- 4. Click the **Start Session** button.



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.