



How to Delegate Authority

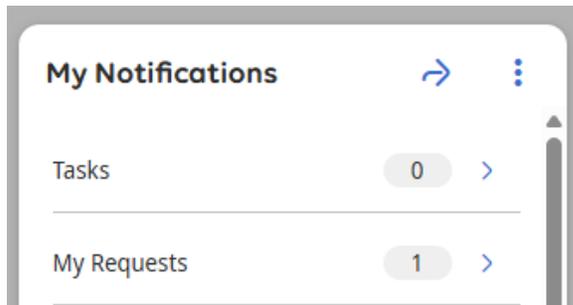
- When a manager or administrator expects to be unavailable, such as to take a vacation, that person can delegate authority to another manager or administrator (the delegate) to access and receive the absent person's notifications and complete tasks during the absence.

To delegate your access:

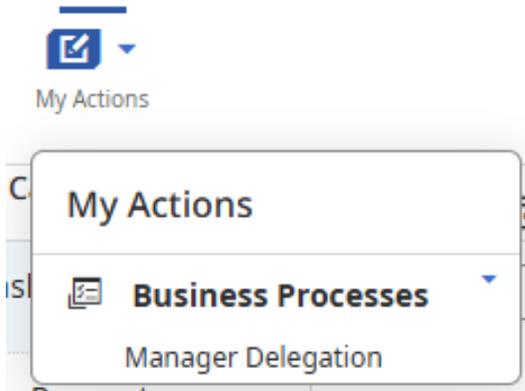
1. Click **Home**.



2. In the **My Notifications** tile, click **Tasks** and the Control Center will open.



3. In **Control Center**, click **My Actions** then select **Business Processes > Manager Delegation**.



4. In **Manager Delegation**, select the person who will take authority during your absence.



Manager Delegation ✕

New Delegation

Delegate*

▼

Start Date*

📅 Clear

End Date*

📅 Clear

Role Profile*

▼

Submit

Cancel

5. Select the **Start Date** and **End Date** from the calendars. The dates are in the time zone of the requester.



Manager Delegation ×

New Delegation

Delegate*

Start Date*

 [Clear](#)

End Date*

 [Clear](#)

Role Profile*

Submit

Cancel

6. Select your role in the **Role Profile** list.



Manager Delegation ✕

New Delegation

Delegate*

Start Date*

 [Clear](#)

End Date*

 [Clear](#)

Role Profile*

Submit

Cancel

7. Click **Submit**.



To cancel your delegation:

- You can cancel a delegation after you submit it and before the delegate accepts it.
 1. In the **My Notifications tile**, click **Tasks** and the Control Center will open.
 2. Select the delegation process you wish to cancel.
 3. Click **Cancel Delegation**.

To accept a delegate request:

1. In the **My Notifications tile**, click **Tasks**. The Control Center will open.
2. Select the delegation notification.
3. Check the details.
4. Select one of the following:
 - Accept
 - Reject
5. Optionally, enter a **Comment**.
6. Click **Submit**.
7. Log out and log in again to be able to switch roles.

Complete tasks for the other person:

1. Below your name, photo, and **Edit Profile**, click **Switch Roles**. Select the name of the person whose authority you are taking.
Important: You cannot see the **Switch Roles** button if the start date is in the future.
2. Complete the tasks as needed on behalf of the other person.
3. To return to your own role, click **Switch Roles** and select **Myself**.