

# Temporary Delegation of Approver Role in Works

## Approver Delegation:

- Approver logs into his/her own account
- Clicks on My Profile (1)
- Click on Group Permissions tab
- Select Approver by Delegation
- Click on Delegate to Others tab
- Click Add
  - o A List of Users will appear
  - o Select User and click OK

(1)

Merrill Lynch

Home Expenses Accounts Reports Accounting Administration Bank User

Administration > Organization > Users > User Details Valparaiso University

Parker, Dee Actions

User Group Permissions Accounts Account Authorities

Group Owner

Approver

Approver By Delegation

Scoped Program Administrator

Proxy Requester

Proxy Reconciler

Scoped Accountant

Scoped Auditor

Router

Delegated To Me Delegate To Others

<input type="checkbox"/>	Delegated To	Start Date	End Date	Reason
No data available in table				

0 Selected | 0 items Show 10 per page Page: 1 of 0

Remove Add

- In the box that appears, enter Start Date and End Date and Reason and click Save.
- Once Saved, Schedule will appear in the Delegation window. To cancel, simply select and click on Remove.

\* Delegated Approver: None selected

\* Start Date: 02/21/2017 mm/dd/yyyy

\* End Date: 02/21/2017 mm/dd/yyyy

Reason:

Save Cancel