## Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To work as a delegate:

- 1. Click Profile > Act on behalf of another user.
- 2. Select the appropriate user's name.
- 3. Click **Start Session**.

**NOTE**: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.

4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

To select a different user, follow the same steps but select a different name.

To return to your own tasks, click **Acting as**, and then click **Done acting for others**. **NOTE** Notice that the **Profile** menu now appears.

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