








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  .
2. Select the appropriate user's name.
3. Click  : Notice that the  menu now displays  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  , and then click  .  
Notice that the  menu now appears.

