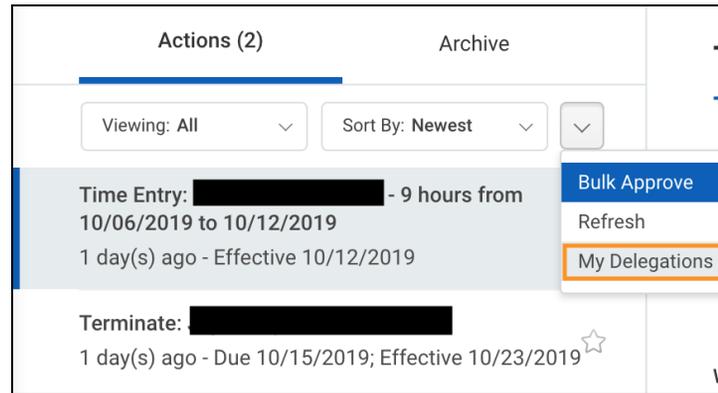
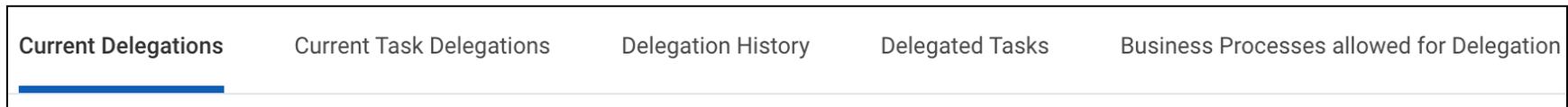


Action items and tasks are routed to you through a business process and appear in your Inbox for review and approval. Sometimes, these tasks are better suited to another employee, or you may be out of office for an extended period and may want to delegate these tasks while you are away.

1. To manage delegations, enter the **Inbox** and select “My Delegations” from the drop-down menu.



2. The **My Delegations** page contains five tabs with different options to view delegated tasks, as shown in the figure below.



The following points describe the functions for each tab:

- Current Delegations: Any active delegations (and delegates) are listed here.
 - Current Task Delegations: This section contains a list of all the delegated tasks in progress.
 - Delegation History: This tab includes logs of active and inactive delegations.
 - Delegated Tasks: This section displays all the tasks delegates have completed on your behalf.
 - Business Processes allowed for Delegation: This tab includes all the business processes that may be delegated.
3. To start a new delegation, enter the **Current Delegations** tab and click the **Manage Delegations** button. Fill out the delegation form, including the date range it should take place (it can also be left open-ended for ongoing delegations), the worker you have chosen to delegate the item, and what you would like the employee to complete on your behalf.

> Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="text"/> <input checked="" type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox Delegation Rule

The following points describe the different sections of the **New Delegation** table:

- **Delegate:** Type in the name of the person to whom you are delegating a task and select his or her name from the drop-down menu.
- **Start On My Behalf:** If you would like the delegate to be able to initiate any business processes on your behalf (such as creating a job requisition for a recruitment), select the employee's name from the drop-down menu. This may not always apply and this field can be skipped.
- **Do Inbox Tasks On My Behalf:** This allows you to delegate tasks and action items assigned to you so that someone else may complete them on your behalf. You may choose to delegate all business processes or select specific business processes from a pre-populated list.

Do Inbox Tasks On My Behalf

For all Business Processes
 For Business Process

 None of the above

Retain Access to Delegated Tasks in Inbox

Delegation Rule

4. Once completed, click the orange **Submit** button to route the delegation request to your direct supervisor for approval. You will receive a notification once the delegation has been approved. You may end the delegation at any time, even before the date range specified.



Note: When you have been delegated tasks by someone else, the new tasks and action items will appear in your **Inbox** alongside your own. It will be easy to differentiate between your own tasks and those delegated to you because you will be prompted to switch accounts in order to handle the delegated tasks.