

Delegating authority for review/approvals

Overview: Users have the ability to delegate approval authority when they will be out of office, have been reassigned and a work flow is in progress, or for other reasons. This process demonstrates how to delegate within PM Web.

Reference: n/a

- 4- Select the **Project** from the **LEVEL** field.
- 5- Select **ROLE**, systems defaults to 'All'. User can edit if delegation is limited to only specific roles.
- 6- Click on the “**DELEGATE TO/REPLACE WITH**” dropdown button and choose delegate
- 7- Do not change “Apply to Records” field
- 8- Enter the end date of delegation
- 9- Click the **Save** button in the top left header.

Drag a column header and drop it here to group by that column

Save Cancel Save Layout Load Default Layout

LINE #	LEVEL	ROLE	ACTION	DELEGATE TO / REPLACE WITH	APPLY TO RECORDS	END	NOTES	ACTIVATED
	(System) 4	-- All -- 5	Delegate	6	Both 7	8		

No records to display.

1 PAGE SIZE 20

10- Process Complete