



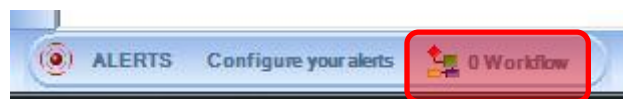
Delegating of Workflow to Another Person for a Defined Period

This Document will walk you through about how to delegate your workflow to another person. Regularly, Ministries call in to change Delegation to their workflows due to their absence from the office. Hence, this option has been allowed to the user to define their own Workflow Delegation.

Step 1: Open the **My Workflow** function either **My Workflow** Tab or **Workflow** at the Bottom Left Corner of your Interface.

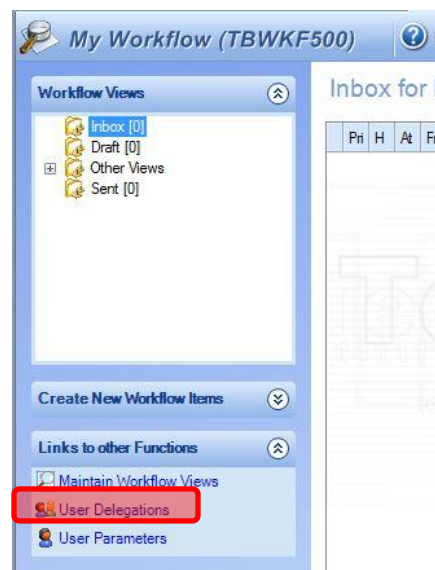


OR



Your workflow inbox displays tasks assigned to you.

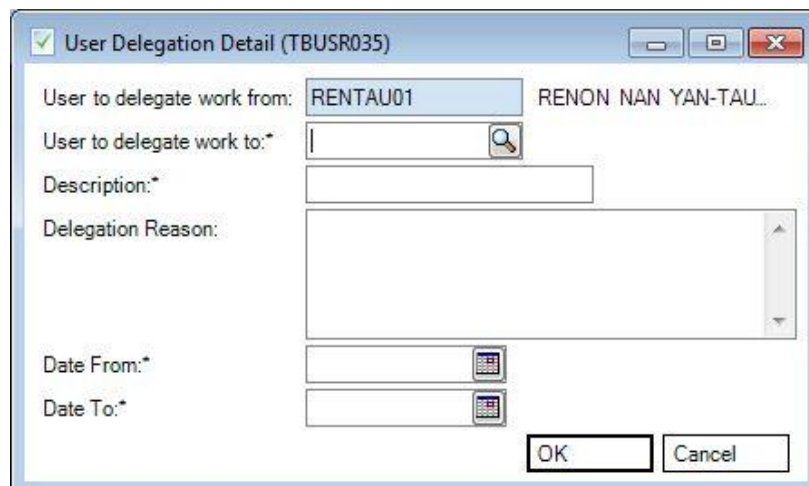
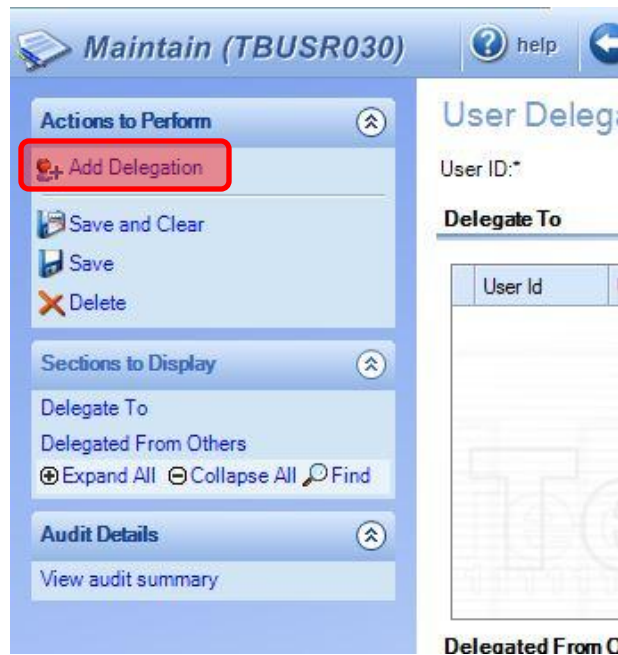
Step 2: Click **User Delegations** in the task pane. The **Use Delegation** functions displays.





Step 3: Add Delegation

Your User ID should be displayed in the **User ID:*** field. If otherwise, type in your User ID (combination of the first three letters of your FIRSTNAME and first three letters of your LASTNAME with 01 append in the end, eg. **FIRLAS01**). Click **Add Delegation** in the task pane. The **User Delegation Detail** popup window displays.





Step 4: Specify Delegation Details

Specify the **User ID** of the person you want to delegate your tasks to. Specify **Description** for the Delegation for example Cover for Leave. Specify a **Reason** for the delegation, for example, you could indicate you are attending a meeting or on Bereavement Leave, etc. Specify Start Date (**Date From:***) and End Date (**Date To:***) of the delegation Period. Then Click **OK**

User Delegation Detail (TBUSR035)

User to delegate work from: RENTAU01 RENON NAN YAN-TAU...

User to delegate work to:* LIVNUU01 LIVIGITONE NUUSILA

Description:* Cover for Leave

Delegation Reason: Overseas Training OR Maternity Leave

Date From:* 3/19/2013

Date To:* 25-Mar-2013

OK Cancel

Step 5: Display Delegation Created

The **User Delegation Detail** window will close and displays the delegation in the **Delegate To** grid.

Maintain (TBUSR030)

User Delegation

User ID:* RENTAU01 RENON NAN YAN-TAUTIAGA

User Id	User Name	Description	Date From	Date To	Delegation Reason
LIVNUU01	LIVIGITONE NU...	Cover for Leave	3/19/2013	3/25/2013	Overseas Training OR Maternity Leave

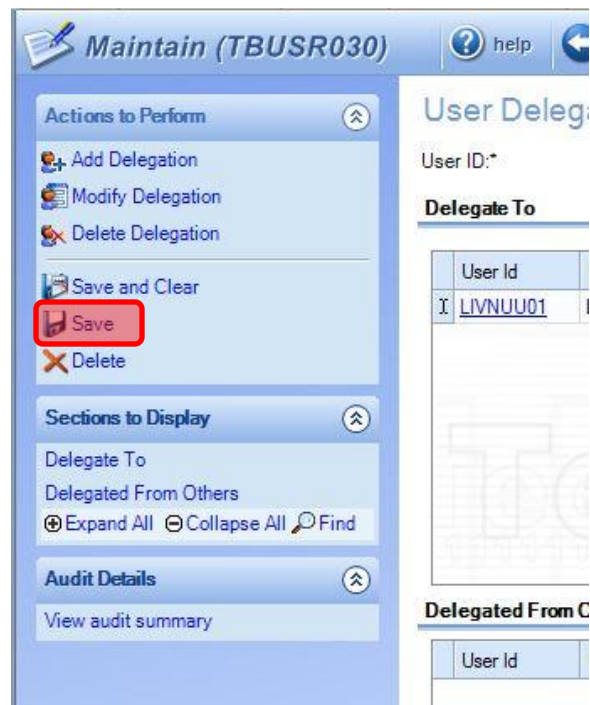
Delegated From Others

User Id	User Name	Description	Date From	Date To	Delegation Reason
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Step 6: Save Workflow Delegation

Click Save in the task pane. The system forwards your tasks to the other user from the specified start date and the entire period you specified.



To verify Delegation has been saved successfully, both you and the delegated user can see each workflow task assigned to you. The notification sent to the delegated user clearly states that the tasks are delegated.

Please do not hesitate to contact our FMI System Support Unit should you have difficulties with the System.

FMIS System Support Contact

Telephone: 34398

Email: f1support@mof.gov.ws