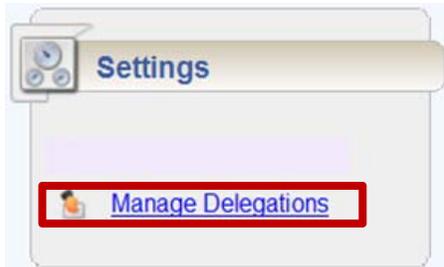


## Delegations

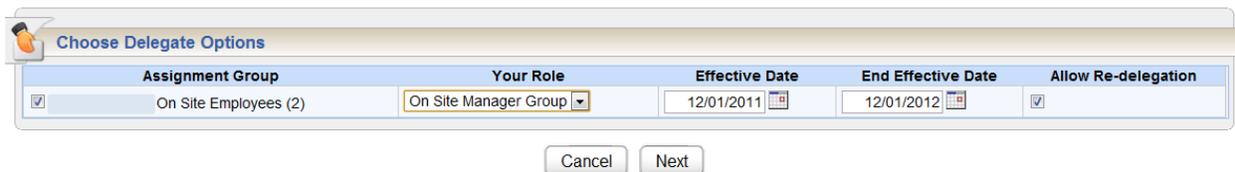
## From the Dashboard...



1. Under **Settings**, click on the link to **Manage Delegations**
2. Click on one of the following links:
  - **Delegate Authority**  
will start the delegation setup process
  - **View/Revoke Delegations**  
see current delegations and options  
(change dates, revoke, etc.)

## Delegate Authority

1. After clicking **Manage Delegations**, click on the link to **Delegate Authority**
2. Click **Search** (no need to enter a group description)
  - You will be shown a list of groups to delegate (most only have one)



3. Tick the box next to the group you wish to delegate
4. Set the **Effective Date** and **End Effective Date** (1 week, 1 month, 1 year).
  - You can use the calendar icon (  ) to select dates if you do not wish to type them in
5. **Allow Re-delegation** – Only tick this box if you want your delegate to also have the ability to delegate your group of employees/students to someone else.
6. Click the **Next** button to be taken to the page where you can search for your delegate.
  - Search by First Name, Last Name, or both.
  - Click the **Search** button to start your search.

**Search for Delegation Recipients**

User ID:

First Name:

Last Name:

Max Results:

You may use \* as a wildcard. For instance ab\* would match abc or abbey.

**Search Results**

Name	Last Name
<input checked="" type="radio"/> Buckles, Pamela	Buckles

7. Select the person you wish to delegate to from the Search Results, and click **Select**. The system will confirm the delegation.



## View/Revoke Delegations

1. After clicking **Manage Delegations**, click on the link to **View/Revoke Delegations**

2. Delegations in grey are expired or have been revoked. Delegations that can be edited/revoked will have a link to **Revoke** under the **Actions** column.

Current Role	Actions
Manager Group	Nothing to revoke.
Manager Group	Nothing to revoke.
Manager Group	Revoke

3. Once you click the link to **Revoke**, you will be given the option to change the end date of the delegation, revoke the delegation immediately, or cancel. Once you have made your selection, click **Confirm** to continue or **Cancel** to cancel.

Revoke Is Effective As Of:   Revoke Immediate

## Tips & Tricks

1. If you set up a delegation incorrectly, just go ahead and **Revoke** it using the steps above, and start a new one. It will save you time and steps!
2. You can delegate to more than one person during a time period.

## Questions?

Ask a Super User!

[myTime@lmu.edu](mailto:myTime@lmu.edu)

[www.lmu.edu/mytime](http://www.lmu.edu/mytime)