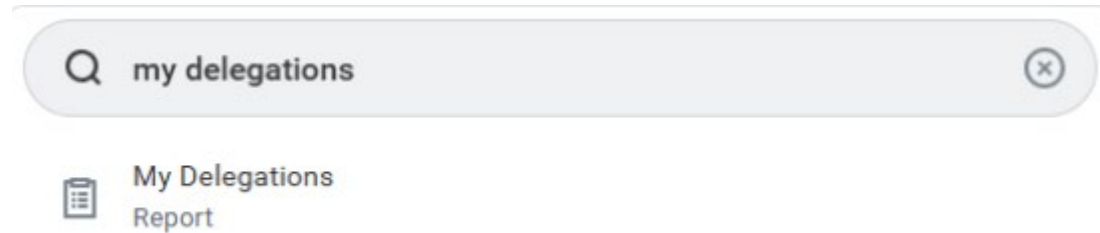


Step 1 - access the **My Delegations** task.

You can do this by searching in the bar at the top of the screen:

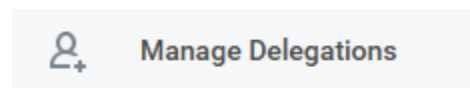


Or you can navigate there as follows:

Click on the Tasks icon at the top right of the screen (highlighted below):



Then select Manage Delegations on the left of the screen:



Step 2 - create the new delegation.

Once you're in the delegation screen, select Manage Delegations once more, as highlighted below:

## My Delegations



For **Matthew Capps**

**Current Delegations**

Current Task Delegations

Delegation History

Delegated Tasks

More

0 items



| Delegation          | Begin Date | End Date | Delegate | Retain Access to Delegated Tasks within My Tasks |
|---------------------|------------|----------|----------|--------------------------------------------------|
| No items available. |            |          |          |                                                  |

Manage Delegations

In the screen that follows, I suggest you complete the fields as follows:

New Delegation 1 item

|  | *Begin Date                             | End Date                                | *Delegate                                          | Start On My Behalf   | Do My Tasks On My Behalf                                                                                                                                                                                                                                                                                                                                      |
|--|-----------------------------------------|-----------------------------------------|----------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <input type="text" value="29/09/2025"/> | <input type="text" value="03/10/2025"/> | <input type="text" value="x Suranga Dissanayake"/> | <input type="text"/> | <div><div><input checked="" type="radio"/> For all Business Processes</div><div><input type="radio"/> For Business Process <input type="text"/></div><div><input type="radio"/> None of the above</div></div> <div>Retain Access to Delegated Tasks within My Tasks <input checked="" type="checkbox"/></div> <div>Delegation Rule <input type="text"/></div> |

Please ensure you select the option highlighted above. Otherwise, it will default to "None of the above" which will be pretty useless!

Once you've completed this, you can press submit at the bottom of the page. Your immediate manager will have to approve the delegation before it becomes active in the system.