



Delegate authority to another manager

1. Click Home
2. In the My Notification tile, click Tasks. The Control Center will open.
3. In Control Center, click My Actions. Select Business Processes
Manager Delegation
4. Select





Accept delegated authority

To Accept authority from another manager

- a. In the My Notifications tile, click Tasks. The Control Center will open.
- b. Select the delegation notification.
- c. Scroll down on the right to view the Details options.
- d. Select one of the following actions:
 - o Accept
 - o Reject
- e. Optionally, enter a comment.
- f. Click Submit.
- g. Log out and log in again to be able to switch roles.

To complete tasks for the other manager

- a. Below your name