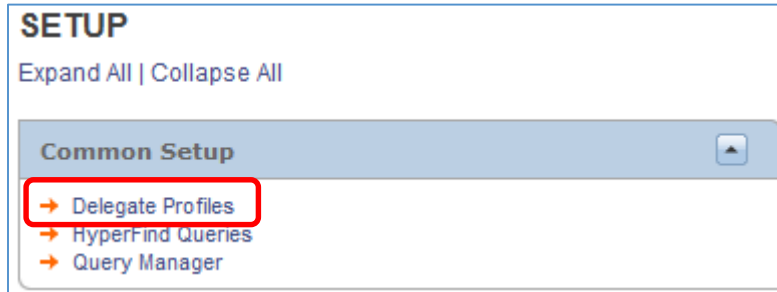


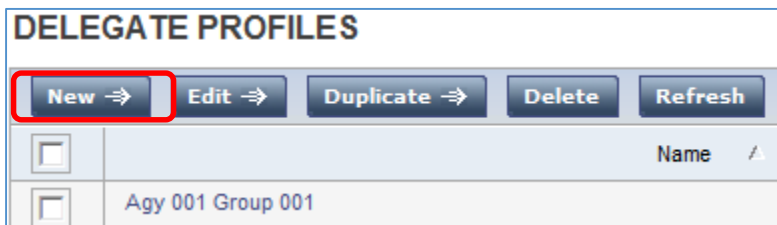
Delegate profile setup is a two-step process you must complete for each agency/division in your agency. This process adds the available managers to the Temporary Delegation pane.

## Step 1 - Delegate Profile Setup (Temporary Delegation)

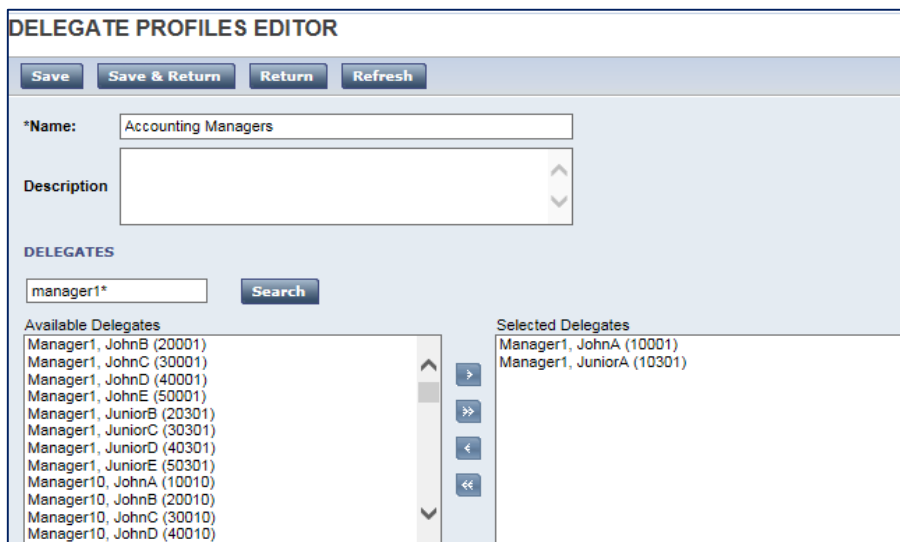
1. From the **Related** Items pane, select **Setup**. Then select **Delegate Profiles**.



2. Select **New** from the **Delegate Profiles** screen.



3. Enter the name of the profile in the **Name** field.
4. Select the **Search** button to retrieve a list of available managers. To narrow the search, enter a letter or letters of the last name in front of the asterisk (\*), then select **Search**.



5. The **Available Delegates** display. Select the desired delegate(s), then the right arrow button  to move from **Available Delegates** to **Selected Delegates**.

**NOTE:** To select more than one delegate, hold down the CTRL key and click on each name, then the right arrow button. Additionally, if a new manager is added, the agency administrator will need to manually add the new manager to the delegate profile.

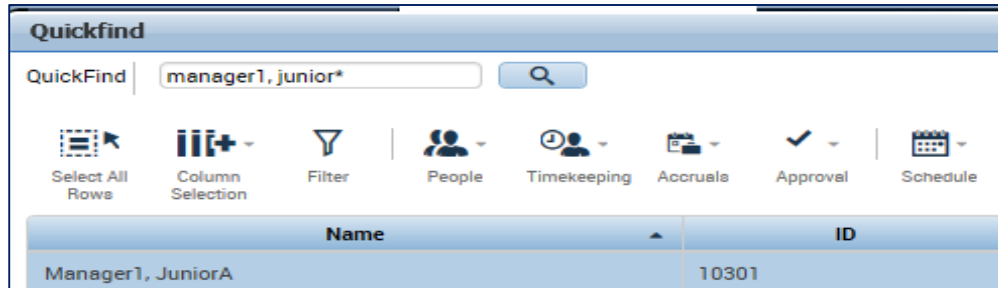
6. Click the **Save** button.



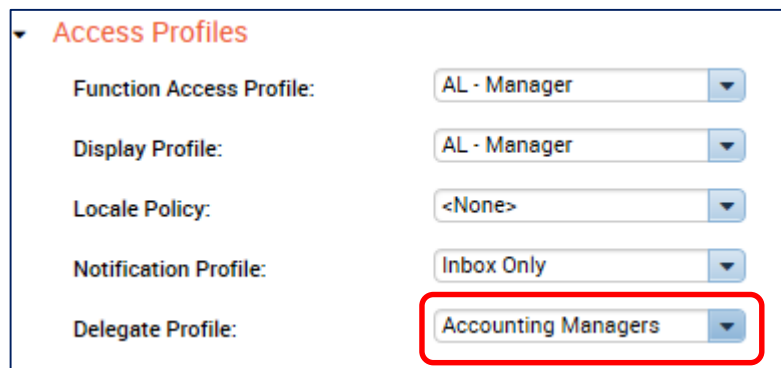
## Step 2 - Assigning the Delegate Profile to the People Record

The Delegate Profile must be added to each manager's People record.

1. From the Agency Administrator workspace, select **Related Items>QuickFind** or any of the employee views.



2. Locate manager(s) to be added to the delegate profile.
3. Highlight the manager name(s).
4. Select **People>Edit**. The People Editor displays.
5. Select **Job Assignment** tab.
6. Select the **Access Profiles** link.
7. Select the profile from the **Delegate Profile** drop-down.



8. Click the **Save** button.
9. Repeat the above process for each manager.

The delegate managers above may now use the **Temporary Delegation** feature when needed. Refer to the **Manager Delegation** job aid for assistance.

If a manager needs to be removed from a delegate group, change the **Delegate Profile** in their People Record to reflect **Empty Profile**. Next, on the **Delegate Profiles Editor** screen, highlight the manager and move their name to the **Available Delegates** window using the arrow.

**NOTE:** A person cannot edit his/her own People Editor record. For those who need to be added to the new Delegate Profile, Step 2 will need to be completed by another Agency Administrator.