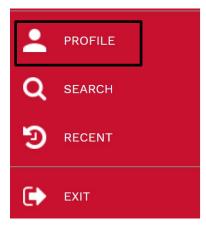
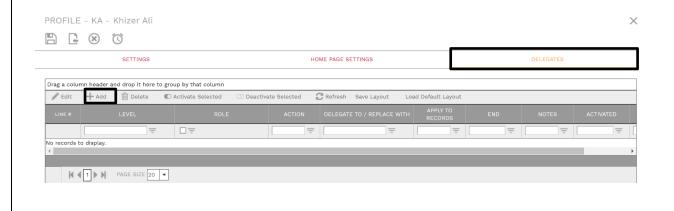
Rev Oct 2023	
Delegating authority for review/approvals	
Overview: Users have the ability to delegate approval authority when they will be out of office, have been reassigned and a work flow is in progress, or for other	
reasons. This process demonstrates how to delegate within PM Web.	C1
Reference: n/a	
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1- Select the **Profile** button on the left.



- 2- In the top navigation panel, select **DELEGATES.**
- **3** Click on the + button.



- **4-** Select the **Project** from the **LEVEL** field.
- 5- Select ROLE, systems defaults to 'All'. User can edit if delegation is limited to only specific roles.
- 6- Click on the "DELEGATE TO/REPLACE WITH" dropdown button and choose delegate
- 7- Do not change "Apply to Records" field
- 8- Enter the end date of delegation
- 9- Click the Save button in the top left header.



10- Process Complete