

# HOW TO

## Delegate Approval Authority

### **Purpose:**

To temporarily assign a user's approval authority in PASS to another user due to temporary reassignment of duties or an extended absence from work.

### **Performed By:**

End-User

1. Log into PASS by typing the user name and password and then pressing ENTER. The Swoosh screen should appear.

*Note: A user name and PASS ID number is assigned to each eligible receiver. The PASS ID is the same as your Network Login ID. ACCO or a designated individual should be contacted if there are issues with a PASS user name or password.*

2. Click the Preferences link located at the top of the Swoosh screen in the black bar. The Personal Information screen should appear.
3. Click the Delegate Approval Authority link. The Delegate Approval Authority screen will appear.
4. Click the Drop Down next to Delegate and select Other...
5. Scroll through the available names to locate the appropriate PASS user to be delegated approval authority or search for the user by name.

*Note: Only other PASS users in the same agency and with the same management authority can be delegated approval authority.*

6. Click Select next to the appropriate user to be delegated approval authority. PASS should return to the Delegate Approval Authority screen.
7. Click the Calendar icon to the right of the Delegation Start Date field.

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Version UF400 v1

8. Select the date to initiate delegation of approval authority.
9. Click the Calendar icon to the right of the Delegation End Date field.
10. Select the date to cease delegation of approval authority.
11. Click into the Delegation Reason field.
12. Type the reason delegation of approval authority is required during the time period indicated by the Delegation Start Date and the Delegation End Date. (optional)
13. Confirm that a check is located in the box to the right of the Notification field. This will ensure that the user delegating approval authority will continue to be notified via e-mail of approval requests.
14. Click Next. The Approval Flow screen will appear.
15. Click Next. The Review Changes screen will appear.
16. Click Submit. The Company Form Submitted screen should appear.
17. Log out of PASS.