

PM Web Quick Reference

Delegate

1- Select the **Profile** button on the left.



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

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- 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.

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