



**PM Web Quick Reference**  
**Delegate**



- 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.

Drag a column header and drop it here to group by that column

LINE #	LEVEL	ROLE	ACTION	DELEGATE TO / REPLACE WITH	APPLY TO RECORDS	END	NOTES	ACTIVATED
	(System) <b>4</b>	-- All -- <b>5</b>	Delegate	<b>6</b>	Both <b>7</b>	<b>8</b>		

No records to display.

1 PAGE SIZE 20

**10- Process Complete**