








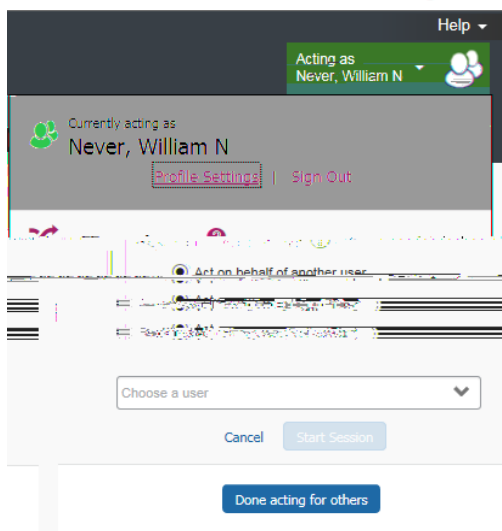
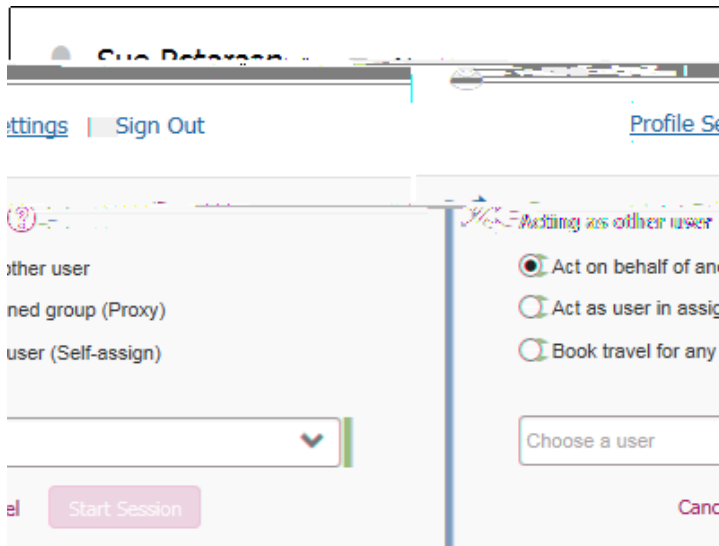
If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To work as a delegate:

1. Click  .
2. Select the appropriate user's name.
3. Click  : Notice that the  menu now displays  and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

To select a different user, follow the same steps but select a different name.

To return to your own tasks, click  , and then click  .
Notice that the  menu now appears.



To approve a report "as is":

1. On the home page, in the _____ section of _____, click _____
The _____ page lists the awaiting reports. Select the _____ report you want to open.
2. Review the report details, and then click _____.

To return the entire expense report to the employee for correction:

1. On the home page, in the _____ section of _____, click _____
The _____ page lists the awaiting reports. Select the _____ report you want to open.
2. Click _____ . The _____ window appears.
3. Enter a _____ for the employee, explaining why you are returning the report.
4. Click _____ .

Depending on your company's configuration, you might also see an