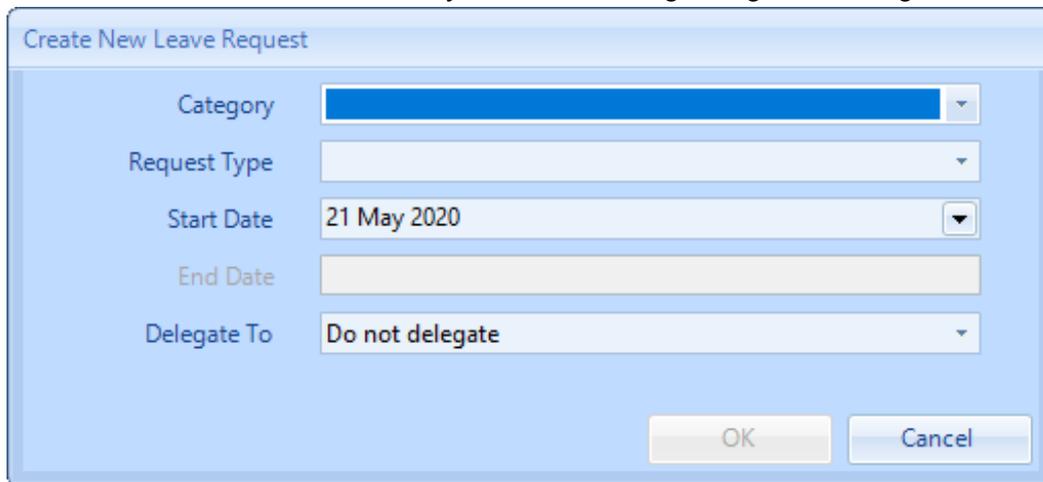


# Configuring Delegations

📅 Thu, Jan 18, 2024    📁 Viewing/Editing People

To configure Delegations for a User, the User will need to access the Time Off tab of the desired Person Record. On here, click the "Add" button to add in a new Leave Request. After selecting the Category/ Request Type and Start Date, the User can then choose whether they wish to delegate this Users work to another whilst they are not working using the "Delegate To" drop down.



The screenshot shows a dialog box titled "Create New Leave Request". It contains the following fields:

- Category: A dropdown menu.
- Request Type: A dropdown menu.
- Start Date: A date field with the value "21 May 2020".
- End Date: An empty date field.
- Delegate To: A dropdown menu with the value "Do not delegate".

At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

By default, this field is set to "Do not delegate". However clicking this drop down will show all the Users available to delegate to. Select the correct User from this list to setup a delegate. When the User is on leave the delegate logs in, the delegate will then see all their work/activity along with the User's they have been delegated to.

**Note:** Only Users of the same Profile will be shown in the "Delegate To" drop down, as it is only possible to someone of the same Profile.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=676>