## Setting Supervisor Delegates for ProTrav

1. Click on Workflow Inbox:

IT CEEL SERVICE	FERSUNAL	ADMINIS TRA HON	WORKFLOW	EATERNAL LINKS
My Self Service Favorit	es	Universal Workflow		
SECTION: PERSONAL		Inbox, History & Initiated		
Change HawkID Password « Ge	neral		- M	/orkflow Inbox 34
Change HealthCareID Password	« General		• W	/orkflow History
Personal Health Assessment «	LiveWell		• M	ly Initiated
View Paycheck History « Payrol	1		-	
Employee Time Records « Time	Reporting		Help	
Vacation/Sick Leave Report « T	ime Reporting	New Inbox Help Videos		

- 2. Click on SETTINGS
- 3. Click on Create New Signature Delegate
- 4. Enter name of Delegate, click search and click select
- 5. Select: A Specific form
- 6. Type in ProTrav and hit search
- 7. Delegate is set by each form. You cannot select multiple.
- 8. Delegation is for 364 days.

My Out of Office Assistant	orea	te new orgin		,410		
Out of Offices Assigned to Me	Signatur	e Delegates allow others	to sign Workflow Packs	ages on your behalf. They are	similar to the Out of Office Assistant exco	ept
My Signature Delegates	you can	have multiple delegates f	or one or more forms.			
Create New Signature Delegate						
Signature Delegation Issued to Me	To manage	ture Delegates apply only to e delegation for other forms, go	Universal Workflow Forms o to Workflow Delegates in S	s: Self Service		
UI Workflow Settings (in Self Service)		Delegate Name	Zumbach, Deborah		Search for Delegate	
		Name	Person Type	Classification		
	Select	Zumbach, Deborah J	Faculty/Staff	Associate VP and Director, Pur	chasing and Bus Svcs   PAC2	
		Form			Office	
		Form			Purchasing	
	Sele	ProTray Procureme	ent Card Voucher			
	Sele	ProTrav Procureme ProTrav Request for	ent Card Voucher or Procurement Card		Purchasing	
	Sele Sele	et ProTrav Procureme et ProTrav Request for et ProTrav Request for	ent Card Voucher or Procurement Card or Travel		Purchasing Purchasing	
	Sele	Rate         ProTrav Procureme           Rate         ProTrav Request for           Rate         ProTrav Request for           Rate         ProTrav Request for	ent Card Voucher or Procurement Card or Travel or Travel Cash Advance		Purchasing Purchasing Purchasing Purchasing	
	Sele Sele Sele Sele	stal         ProTrav Procureme           stal         ProTrav Request for           stal         ProTrav Request for           stal         ProTrav Request for           stal         ProTrav Request for	ent Card Voucher or Procurement Card or Travel or Travel Cash Advance oense Voucher		Purchasing Purchasing Purchasing Purchasing Purchasing	
	Sele Sele Sele Sele	Al ProTrav Procureme     ProTrav Request for     Al ProTrav Request for     Al ProTrav Request for     ProTrav Request for     ProTrav Request for     ProTrav Travel Exp	ent Card Voucher or Procurement Card or Travel or Travel Cash Advance pense Voucher		Purchasing Purchasing Purchasing Purchasing	
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	See	ProTrav Procureme     ProTrav Procureme     ProTrav Request fc     ProTrav Request fc     ProTrav Request fc     ProTrav Request fc     Valid ProTrav Travel Exp     Valid From     Expiration Date	ent Card Voucher or Procurement Card or Travel or Travel or Travel Cash Advance ense Voucher 11/08/2018 11/05/2019		Purchasing Purchasing Purchasing Purchasing	