Delegating Mileage Approval
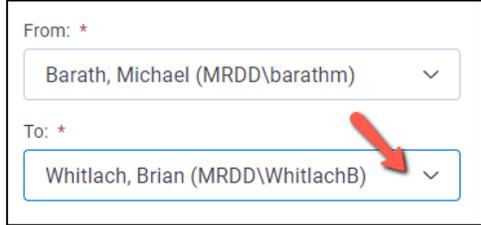## Delegating to Others While Out of the Office

With the latest version of AgilePoint it's possible to delegate your tasks to someone else while you are gone for an extended period.
Use the following URL to open AgilePoint: http://workflow.starkdd.org:13491/

Delegating Tasks

Open the *Work Center*.

Open the *Delegations* tab.

On the far right, click the *Create* button.

From will automatically be filled in with your name. Choose a name from the *To* field. This person will be able to address your AgilePoint tasks while you are out of the office.

Add *Start* and *End* dates if desired.

Do not miss this last step. Toggle the button from *Inactive* to *Active*.
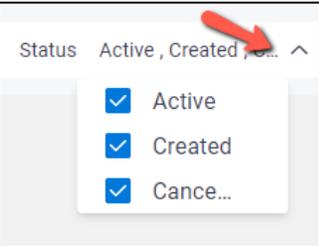
To view your delegations, pull down the *Status* list.
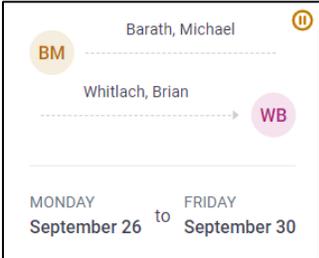
The Delegation information will appear. You can now edit or delete the Delegation.
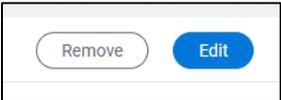
Use the buttons to *Edit* or *Remove* the Delegation.

While the Delegation is Active, your designee will receive an email notification if a task is due.

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.