

ReADY Delegates Quick Reference

What is a Delegate?

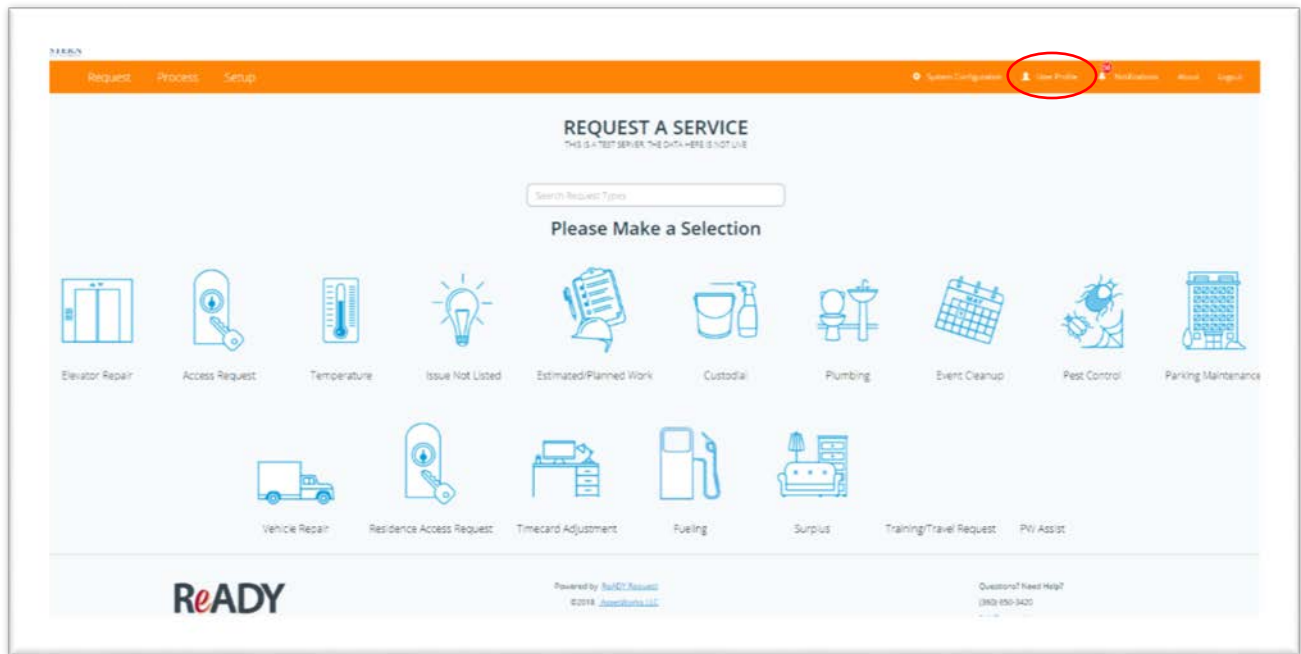
A role in ReADY that allows you to temporarily assign your Financial Authority and/or other system permissions to another user while you are away.

A couple of things to keep in mind:

- When you assign a delegate it takes effect immediately.
- You will no longer receive email notifications from ReADY until your delegate is removed.
- Your delegate(s) has authority on your behalf until you remove them.

ADDING & REMOVING DELEGATES

1. To add or remove a delegate, click on your 'User Profile.'



2. Scroll down to the section labeled 'Delegates' and click the 'Edit' button.



- To **ADD** a delegate, type your delegate's name or email address into the search bar and then click the 'Add' button. Click 'Done.' Your delegate has been added and is now active.



- To **REMOVE** a delegate, click the 'Remove' button next to their name. Click 'Done.' Your delegate has been removed and is no longer active.

