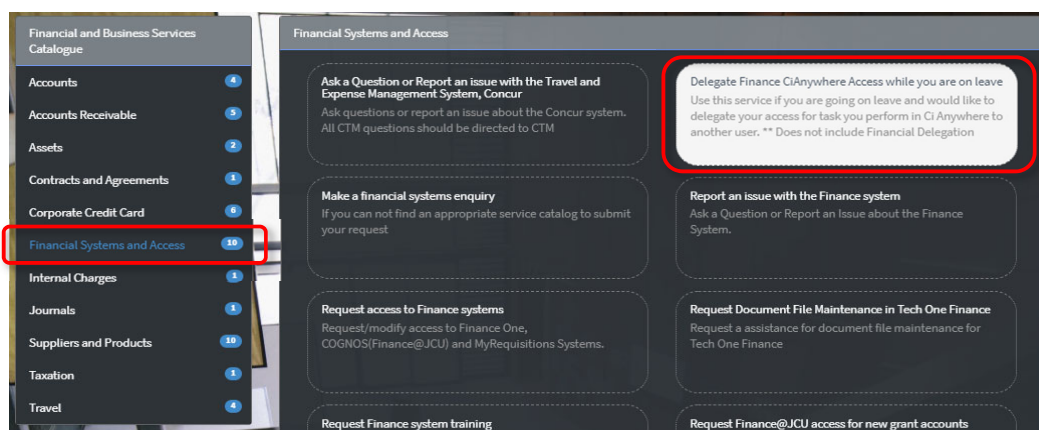


How to Delegate Access to another CIAnywhere User

This procedure outlines the process of how to delegate your access to another CIAnywhere User. This is NOT a financial delegation.

To ensure there is no interruption to purchasing, you can delegate other staff to have access to your purchase orders/requisitions to finalise on your behalf when you are on extended leave. Staff will be able to submit purchase order amendments, confirm goods receipts, and submit/finalise requisitions on your behalf.

1. Log into Service Now through the link on the staff homepage. You will need to **Log a new Finance Request**, Select **Financial Systems and Access**, then '**Delegate Finance CIAnywhere Access while you are on leave**'.



2. Complete the form and **Submit**. You will receive notification through Service Now when your delegation has been actioned. It is recommended you discuss this delegation with the staff member before actioning, as they will require a certain level of CIAnywhere access to be a delegate option.

Delegate Finance CiAnywhere Access while you are on leave

Use this service if you are going on leave and would like to delegate your access for task you perform in Ci Anywhere to another user. ** Does not include Financial Delegation

Use this service if you are going on leave and would like to delegate your access for tasks you perform in Ci Anywhere to another user.
**** Does not include Financial Delegation**

The User Delegation function in CIAnywhere allows users, on application, to:

- Delegate all outstanding tasks to a nominated user;
- Allow the nominated user to raise new items on your behalf, ie MyRequisitions

Please note this does not include Financial Delegation this needs to be done through HR and approved as in accordance with delegation policy

* Do you have access to the finance systems?
 Yes
 No


* Does the user being delegated to have access to the finance system?
 Yes
 No

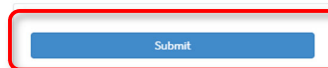
* Name of user going on leave: x v User ID of user going on leave:

* Name of user being delegated to: x v User ID of user being delegated to:

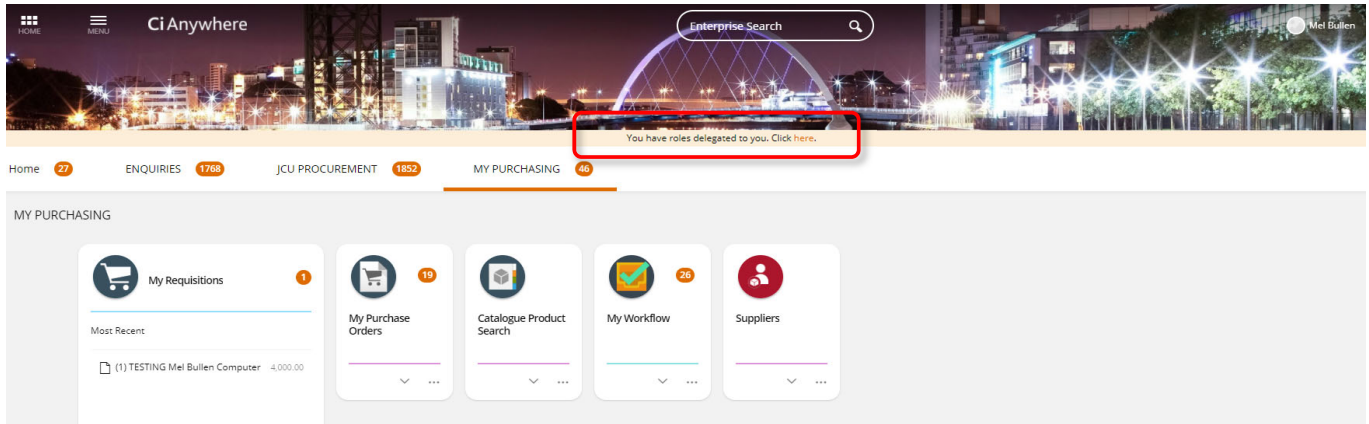
Dates delegations will be active for

* Delegation Start: * Delegation End:

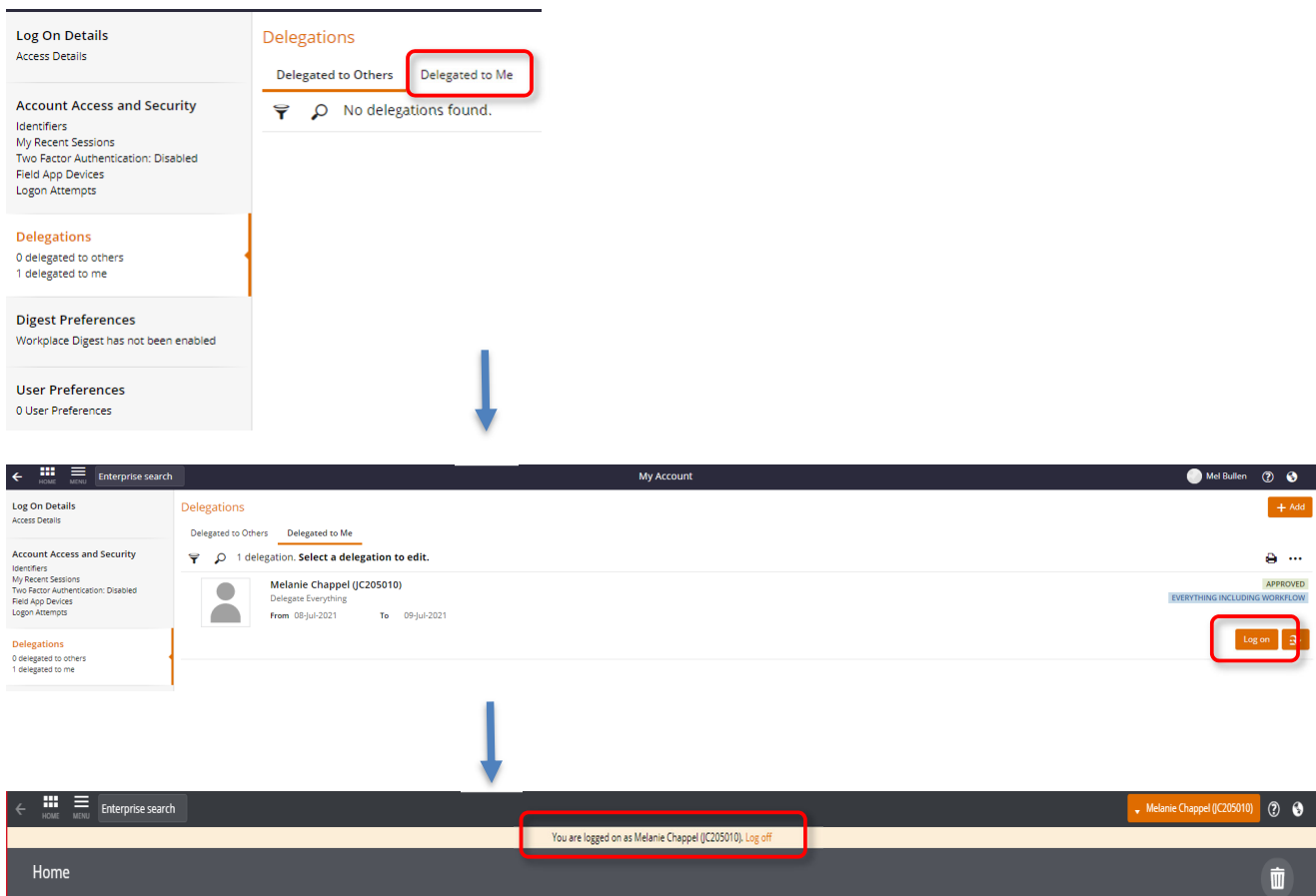
 Add attachments



3. If you have been delegated to another staff members access, you will receive a notification bar when you log into CIAnywhere (MyRequisitions).



4. To access another's delegation, use the [link](#) in the notification bar (as seen above), select **Delegated to Me**, then **Log on** next to the staff member you will be covering for.



5. You will be able to complete and submit requisitions, submit purchase order amendments, and any of the other duties you may be covering for.

6. Anything you do as an acting staff member is recorded in the Authorisation Histories. When the staff member returns, they will be able to see the work you were able to complete, and help finish things you have started on their behalf.

The screenshot shows a requisition page for requisition ID 0200158005. The page includes a sidebar with navigation options like 'Requested Items', 'Costing Summary', and 'Settings'. The main content area displays the 'Authorisation History' for this requisition, which is currently in the 'Procurement Review' stage. The history table lists three actions performed by Melissa Bullen (acting as Melanie Chappel):

Create Requisition		Melanie Chappel
Created	Melissa Bullen (acting as Melanie Chappel)	14:56:02 08-Jul-2021
Assigned to Melanie Chappel	Melissa Bullen (acting as Melanie Chappel)	14:56:02 08-Jul-2021
Submit Requisition	Melissa Bullen (acting as Melanie Chappel)	14:56:50 08-Jul-2021

Below the table, the current status is 'Procurement Review' by the 'Procurement Team'.

7. To log off working as another staff member, you can either select the **Log off** option on the notification bar, or click the **dropdown** menu under the staff member's name.

The screenshot shows a user interface with a notification bar at the top indicating the user is logged in as 'Melanie Chappel (JC205010)'. Below the notification bar, there are navigation tabs for 'Home', 'ENQUIRIES', 'JCU PROCUREMENT', and 'MY PURCHASING'. The main content area displays a 'Home' dashboard with several widgets: 'My Requisitions', 'My Reports', 'My Workflow', 'Customer Community', 'Help', and 'TechnologyOne University'. A user profile dropdown menu is open, showing the user's name 'Melanie Chappel (JC205010)', a profile picture, and contact information: '47815403' and 'melanie.chappel@jcu.edu.au'. A 'Log off as Melanie Chappel (JC205010)' option is highlighted at the bottom of the dropdown menu.

8. You will notice anything you have completed on another's behalf, you will also be able to see in your own CIAnywhere login as well.