

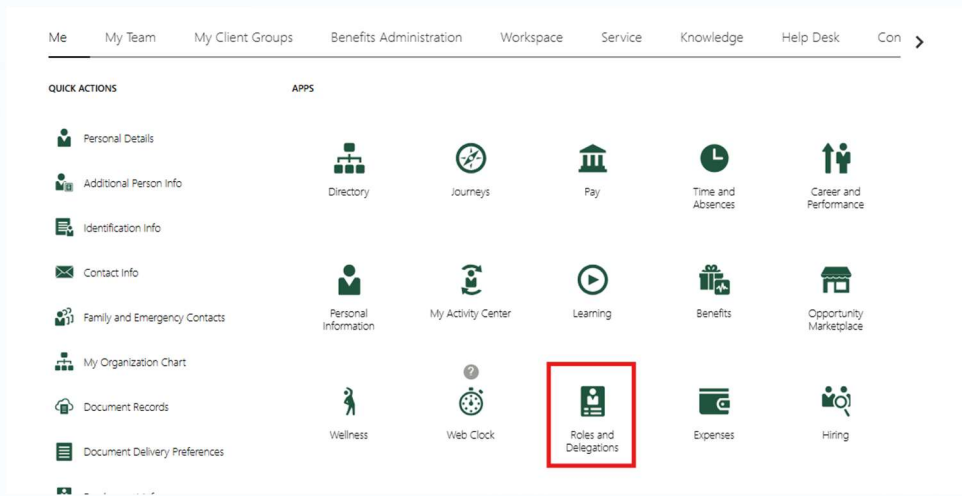
Quick Reference Guide: Approval Delegations

Purpose:

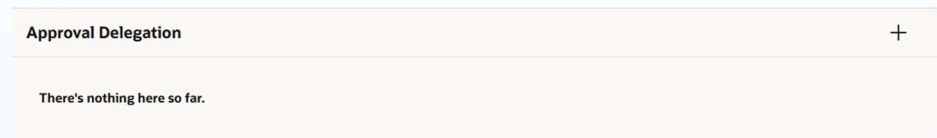
WaveWorks enables you to temporarily delegate your responsibilities to another individual in the event you are out of office. This QRG will walk you through how to set up an approval delegation.

Step-by-Step:

Click on Roles and Delegations from the Me tab.



Click on the Plus Sign under Approval Delegations.



Add a Rule Name.

Enter a Start Date.

Enter an End Date.


 

Enter a Category (which responsibilities will be conferred onto them)

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Choose the employee to
Delegate To.

Delegate To 

Search is first then last name

DO NOT Click the box to
allow a user to approve
their own transaction.

Allow this user to approve their own transaction

Click Save.

Cancel

Save

