

Getting Started In Concur

Acting as a Delegate

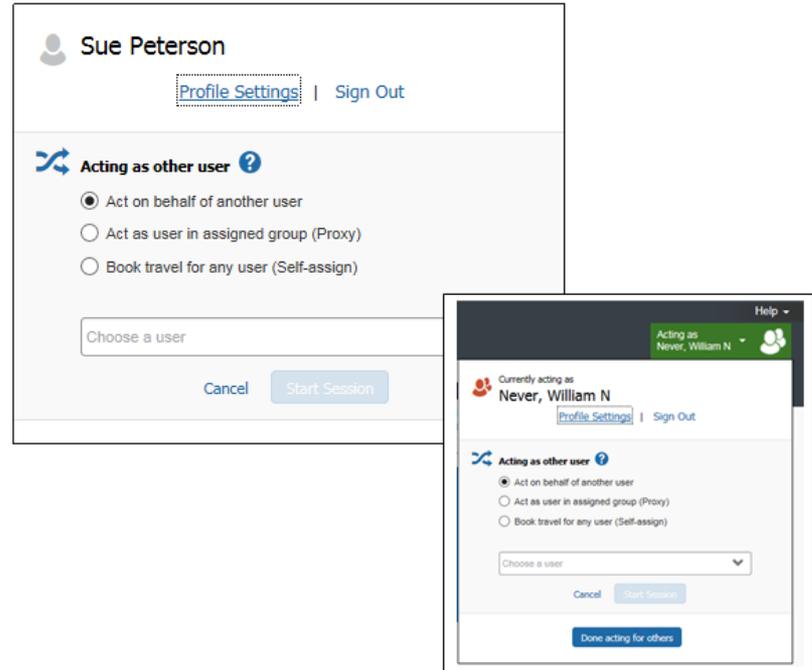
What is a Delegate?

- A delegate is a Concur user who has been given permission to act on behalf of another user.
- If you have been selected as a delegate, your delegator will define which tasks you can complete, such as submitting requests, or preparing or approving expense reports.



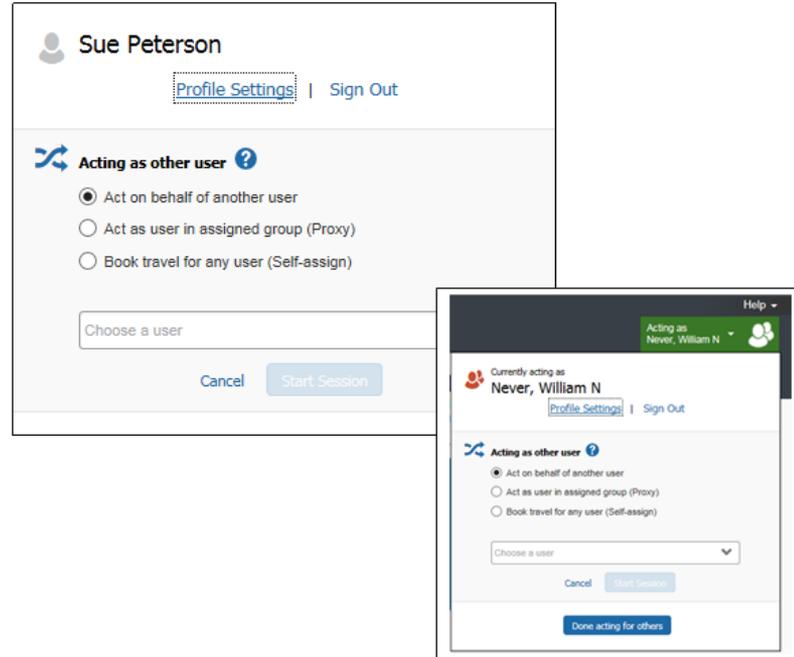
How Do I Act as a Delegate?

- Click **Profile** > **Act on behalf of another user**.
- Select the appropriate user's name.
- Click **Start Session**.
 - **Note:** The **Profile** menu now displays **Acting as** and shows the name you just selected.
 - You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.



How Do I Act as a Delegate? continued...

- To select a different user, follow the same steps but select a different name.
- To return to your own tasks, click **Acting as**, and then click **Done acting for others**. **Note:** The **Profile** menu now appears.



Questions?

- AskConcur@udel.edu
- udel.edu/procurement

