

Actioning ANU delegation requests in HORUS



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Actioning delegation requests in Manager Self Service

A staff member who has HORUS access can submit a delegation request to:

- 1. Assign new delegations to a position or update existing position delegations
- 2. Assign short-term acting delegations
- 3. Assign new delegations to a VaHA (a.k.a. POI in HRMS) or update existing delegations held by a VaHA

Each delegation request is required a Senior Delegate to authorise prior to the delegation assignment information being updated in the HRMS and available to be used in the consumer systems.

A Senior Delegate can action the delegation requests using Manager Self Service within HORUS.

The following sections describe the steps to be taken by the Senior Delegate to action the delegation requests that have been submitted for their actions.

1. Actioning short-term acting delegations

a. Using the link in the email notification

Step 1:

After the submitter has selected a Senior Delegate for her/his delegation request, the system generates and sends an email notification to the selected Senior Delegate. The email contains a URL link that will direct the Senior Delegate to the authorisation stage.

Step 2:

Senior Delegate receives email notification and clicks the link provided in the email:

To	Mon 10/04/2017 4:46 PM XXdo-not-reply@anu.edu.au Request to assign short-term acting delegations for position 00005196 - Senior Lecturer is awaiting your action.
Dear S	
A request to	assign short-term acting delegations for position 00005196 - Senior Lecturer has been submitted for your action.
You can revie http://eswe	ew and action the request using the link below: b95.anu.edu.au:6250/psp/hr92acep/EMPLOYEE/HRMS/c/ANU_DLG_SS.ANU_EMP_DLG_APPRVR.GBL?



Step 3:

Senior Delegate signs in HORUS

Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.

Authorise sho	t-term acting delegations			
Short-term acting	g delegations awaiting approval		Personalise Find 🖾 🛅	First 🕚 1-4 of 4 🕑 Last
Employee		Position		
1 4 2 4 3 4				Select Select Select
4 1025814	Specter, Harvey	00005196	Senior Lecturer	Select
🖷 Save 📔 No	ptify			

Step 5:

The Senior Delegate to review the delegation assignment details displayed.

Authorise d	elgn sh	ort-term a	cting				
Acting employee:	Specter,H	larvey	Acting empl ID: 1025814	Empl Record:	0	Request ID:	00000090
Department:	63200	Law School		С	reated	By: Lynch,An	neli Carina
The above short-to April 2017 and 24	erm acting April 2017	employee un The delegati	dertakes delegation associated with positior ions are:	1 00005196 - Seni	or Lect	urer for the pe	riod between 10
Delegation Profile	es					Find	First 🕙 1 of 1 🕑 Last
Profile Type BANDED	Profile D6	e ID	Dele Delegation Band 6	gations			
Individual Delega	ations			Fin	d Viev	v All 🗖	First 🕙 1 of 1 🕑 Last
Delegation ID	Cluster	Description			1		Legislative
1							
Reviewer Comm	nents:						11
*I authorise the as	ssignment	and exercise	of the delegations specified above to this sta	ff member		Authorise	Decline
Please provide a r	eason if de	eclining					
Ret	turn						//

Step 6:

The Senior Delegate either click Authorise to approve the request or click Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some

comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise de	elgn sh	ort-term a	cting				
Acting employee:	Specter,H	Harvey	Acting empl ID: 10258	14 Empl Recor	d: 0	Request II	D: 00000090
Department:	63200	Law School			Created	By: Lynch,A	Anneli Carina
The above short-te April 2017 and 24	erm acting April 2017	j employee un 7. The delegati	dertakes delegation associated with priors are:	osition 00005196 - Se	nior Lect	turer for the p	period between 10
Delegation Profile	s					Find	First 🕙 1 of 1 🕑 Last
Profile Type BANDED	Profile D6	e ID	Delegation Band 6	Delegations			
Individual Delega	ations			1	ind Vie	w All 🗖	First 🕙 1 of 1 🕑 Last
Delegation ID	Cluster	Description					Legislative
Reviewer Comm	nents:						
*I authorise the as Please provide a re	ssignment eason if de	and exercise	of the delegations specified above to th	is staff member		Authorise	Decline
Reti	urn						//

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. The acting employee will also be notified via email that they have been granted the short-term delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The acting employee will also **not** be notified of the declined request.

b. Actioning by logging into HORUS

Step 1:

The Senior Delegate can check if there are any delegation requests submitted to them for actioning by logging into HORUS.

Step 2:

Senior Delegate signs in HORUS (https://horus.anu.edu.au)

Step 3:

Navigate to: Manager Self Service > Delegations > Authorise short-trm actng dlgn



V Manager Self Service	
2	
Delegations	
2	

Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.

rt-term acting	g delegations awaiting approval		Personalise Find 🖾 🛅	First 🕙 1-4 of 4 🕑 Last
Employee		Position		
4				Select
4				Select
4				Select
1025814	Specter Harvey	00005196	Senior Lecturer	Select

Step 5:

The Senior Delegate to review the delegation assignment details displayed.

Authorise de	elgn sho	ort-term a	icting						
Acting employee:	Specter,H	larvey	Acting empl ID: 10258	14 Empl Re	ecord:	0	Request ID:	00000090	
Department:	63200	Law School			Cre	ated	By: Lynch,An	neli Carina	
The above short-te April 2017 and 24	erm acting April 2017	employee un . The delegati	dertakes delegation associated with p ions are:	osition 00005196	- Senior	Lecti	urer for the pe	riod between	10
Delegation Profile	s						Find	First 🕙 1 o	f 1 🕑 Last
Profile Type BANDED	Profile D6	e ID	Delegation Band 6	Delegations					
Individual Delega	tions				Find	Viev	v All 🗇	First 🕙 1 of	1 🕑 Last
Delegation ID	Cluster	Description						l	egislative
1									
Reviewer Comm	ents:								
*I authorise the as	signment	and exercise	of the delegations specified above to t	his staff member			Authorise	De	cline
Please provide a re	ason if de	clining							
Retu	urn								//

Step 6:

The Senior Delegate either clicks Authorise to approve the request or clicks Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise de	elgn sh	ort-term a	cting					
Acting employee:	Specter,H	larvey	Acting empl	D: 1025814	Empl Record:	0	Request ID:	00000090
Department:	63200	Law School			Cre	eated I	By: Lynch,An	nneli Carina
The above short-te April 2017 and 24	erm acting April 2017	ı employee un ′. The delegati	dertakes delegation associat ions are:	ed with position	00005196 - Senior	Lectu	irer for the pe	eriod between 10
Delegation Profile	IS						Find	First 🕙 1 of 1 🕑 Last
Profile Type BANDED	Profile D6	e ID	Delegation Band 6	Deleg ♪	gations			
Individual Delega	tions				Find	View	All 🛛	First 🕙 1 of 1 🕑 Last
Delegation ID	Cluster	Description						Legislative
Reviewer Comm	ients:							
*I authorise the as	signment	and exercise	of the delegations specified a	bove to this staff	f member	A	Authorise	Decline
Please provide a re	eason if de	eclining						
Ret	urn							

Step 7:

If the request is authorised, the system generates and sends an email notification to

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C



the submitter notifying them that their request has been authorised. The acting employee will also be notified via email that they have been granted the short-term delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The acting employee will **not** be notified of the declined request.



2. Actioning position delegations

a. Using the link in the email notification

Step 1:

After the submitter has selected a Senior Delegate for her/his delegation request, the system generates and sends an email notification to the selected Senior Delegate. The email contains a URL link that will direct the Senior Delegate to the authorisation stage.

Step 2:

Senior Delegate receives email notification and clicks the link provided in the email:

	Fri 7/04/2017 3:29 PM
	XXdo-not-reply@anu.edu.au
	Request to update delegations assigned to position 00003368 - Senior Lecturer is awaiting your action.
То	
Dear Ste	
A request to	update the delegations assigned to position 00003368 - Senior Lecturer has been submitted for your action.
You can revi	ew and action the request using the link below:
http://eswe	b95.anu.edu.au:6250/psp/hr92acep/EMPLOYEE/HRMS/c/ANU_DLG_SS.ANU_POS_DLG_APPRVR.GBL?

Step 3:

Senior Delegate signs in HORUS

Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.

uthorise position	delegations		
Changes to positic	n delegations awaiting authorisation	Personalise Find 🖪 💹	First 🕙 1-4 of 4 🕑 Last
Position			
1 00030385	Senior Manager 2		Select
2 00030385	Senior Manager 2		Select
3 00030388	Aust. Postgraduate Award-Basic		Select
4 00003368	Senior Lecturer		Select

Step 5: The Senior Delegate to review the delegation assignment details displayed.



			Reque	est ID: 00000094	Created By:		
osition 00003368 pril 2017:	- Senior L	.ecturer in De	partment 63200 - Law Scho	ool has the following o	delegations adde	d to, or amende	ed, effective from 10
elegation Profile)	s					Find	First 🕙 1 of 1 🕑 Las
*Profile Type	*Profile	e ID		Delegatio	ons		
BANDED	D6		Delegation Band 6	⊳			
ndividual Delega	tions				Find	View All 🗖	First 🕙 1 of 1 🕑 Las
Delegation ID	Cluster	Description					Legislativ
1							
Requestor Comm	nents: Nee	eded to approv	e purchase goods and servic	ces			
authorise the a	ssignment	and exercise	of the delegations specified	l above to this Positio	on	Authorise	Decline
	coacon if de	oclining					

Step 6:

The Senior Delegate either click Authorise to approve the request or click Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.

Position 00003368 - Senior Lecturer in Department 63200 - Law School has the following delegations added to, or amended, effective from 10 April 2017: Delegation Profiles Find First ④ 1 of 1 ④ 1 *Profile Type *Profile ID Delegation Band 6 Delegations Find View All ④ First ④ 1 of 1 ⑥ 1 Delegation ID Cluster Description 1 Requestor Comments: Needed to approve purchase goods and services				Reques	t ID: 00000094 Cre	ated By:	
Delegation Profiles Find First ④ 1 of 1 ④ 1 *Profile Type *Profile ID Delegations BANDED D6 Delegation Band 6 Individual Delegations Find View All ☑ Pelegation ID Cluster Delegation ID Cluster Requestor Comments: Needed to approve purchase goods and services	Position 00003368 April 2017:	- Senior L	ecturer in De	partment 63200 - Law School	has the following deleg	ations added to, or amend	ed, effective from 10
*Profile Type *Profile ID Delegation S BANDED D6 Delegation Band 6 D Individual Delegations Find View All Image: Security of 1 of 1 of 1 of 1 D Delegation ID Cluster Description Legisl 1 Comments: Needed to approve purchase goods and services Authorise Decline	Delegation Profiles	6				Find	First 🕚 1 of 1 🕑 Las
BANDED D6 Delegation Band 6 Individual Delegations Find View All Image: Security to a security of the	*Profile Type	*Profile	e ID		Delegations		
Individual Delegations Find View All Image: First Image: The second sec	BANDED	D6		Delegation Band 6	⊳		
Delegation ID Cluster Description Legisl 1 Image: Comments: Needed to approve purchase goods and services Image: Comments: Needed to approve purchase goods and services	Individual Delegati	ions				Find View All ^{[고}	First 🕢 1 of 1 🕑 Las
1 Requestor Comments: Needed to approve purchase goods and services	Delegation ID	Cluster	Description				Legislativ
Requestor Comments: Needed to approve purchase goods and services	1						
	Requestor Comm	ents: Nee	eded to approv	e purchase goods and service:	S		
I Alimonice the acciminent and everyice of the delenations sherined above to this position	*I authorise the as	signment	and exercise	of the delegations specified a	hove to this Position	Authorise	Decline
Plaase provide a reason if declining	Please provide a re	ason if do		or the delegations opeomed a			

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. All the incumbents of the position will also be notified via email that they have been granted the delegations. Any employee acting in that position will also be notified



via email that they have been granted the delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The incumbents of the position will **not** be notified of the declined request.

b. Actioning by logging into HORUS

Step 1:

The Senior Delegate can check if there are any delegation requests submitted to them for actioning by logging into HORUS.

Step 2:

Senior Delegate signs in HORUS (https://horus.anu.edu.au)

Step 3:

Navigate to: Manager Self Service > Delegations > Authorise position delegation



Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.



Authorise delegations assigned to a position Use this form to authorise delegations assigned to a position.								
			Re	equest ID: 00000094	Created B	y:		
Position 00003368 April 2017:	- Senior L	ecturer in De	partment 63200 - Law S	chool has the followi	ng delegations	added to, or amend	ed, effective from 10	
Delegation Profile	s					Find	First 🕙 1 of 1 🕭 Last	
*Profile Type	*Profile	e ID		Deleg	ations			
BANDED	D6		Delegation Band 6	⊳				
Individual Delegat	ions				F	Find View All 🔄	First 🕙 1 of 1 🕑 Last	
Delegation ID	Cluster	Description					Legislative	
1								
Requestor Comments: Needed to approve purchase goods and services								
*I authorise the assignment and exercise of the delegations specified above to this Position Authorise Decline								
Please provide a r	eason if de	eclining						
Return								

Step 5:

The Senior Delegate to review the delegation assignment details displayed.

			Re	quest ID: 00000094	Created By:			
osition 00003368 pril 2017:	- Senior L	ecturer in De	partment 63200 - Law So	chool has the following) delegations a	dded to, or amende	d, effective fro	om 10
Delegation Profile	s					Find	First 🕙 1 d	of 1 🕑 Las
*Profile Type BANDED	*Profile D6	ID	Delegation Band 6	Delegat ♪	ions			
Individual Delegat	tions				Fir	nd View All 🗇	First 🕙 1 o	of 1 🕑 Las
Delegation ID	Cluster	Description						Legislativ
1								
Requestor Comm	nents: Nee	ded to approv	e purchase goods and se	rvices				
*I authorise the a	ssianment	and exercise	of the delegations speci	fied above to this Posit	ion	Authorise	De	ecline
					_			

Step 6:

The Senior Delegate either clicks Authorise to approve the request or clicks Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise de Use this form to a	elegatio authorise o	ons assign delegations as	ed to a position			
			Reque	est ID: 00000094	Created By:	
Position 00003368 April 2017:	- Senior L	ecturer in Dep.	partment 63200 - Law Scho	ol has the following o	lelegations added to, or ame	nded, effective from 10
Delegation Profiles	s				Find	l First 🕙 1 of 1 🕑 Last
*Profile Type	*Profile	e ID		Delegatio	ns	
BANDED	D6		Delegation Band 6	⊳		
Individual Delegat	ions				Find View All 🔄	First 🕢 1 of 1 🕑 Last
Delegation ID	Cluster	Description				Legislative
1 Democratica Comm						
Requestor Comm	ients: Nee	eded to approve	e purchase goods and servic	es		
*I authorise the as	ssignment	and exercise	of the delegations specified	above to this Positio	n Authorise	
Please provide a re	eason if de	eclining				
Return						

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. All the incumbents of the position will also be notified via email that they have been granted the delegations. Any employee acting in that position will also be notified via email that they have been granted the delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The incumbents of the position will **not** be notified of the declined request.

3. Actioning POI delegations

a. Using the link in the email notification

Step 1:

After the submitter has selected a Senior Delegate for her/his delegation request, the system generates and sends an email notification to the selected Senior Delegate. The email contains a URL link that will direct the Senior Delegate to the authorisation stage.

Step 2:

Senior Delegate receives email notification and clicks the link provided in the email:



XXdo-not-reply@anu.edu.au
Request to assign delegations to Mike Ross is awaiting your action.
Dear St
A request to assign delegations to Mike Ross has been submitted for your action.
You can review and action the request using the link below:
(http://esweb95.anu.edu.au:6250/psp/hr92acep/EMPLOYEE/HRMS/c/ANU DLG SS.ANU POI DLG REQ AP.GBL?Page=ANU POI DLG REQ AP&Action=U&ANU DLG REQ ID=PO100076)

Step 3:

Senior Delegate signs in HORUS

Step 4:

The Senior Delegate will be directly taken to the authorisation page. The Senior Delegate to review the delegation assignment details displayed.

Authorise de	elegat	ions assig	ned to a Persor	n-of-Interest (POI)				
Use this request to	o authori	se delegation:	s requested for a POI.					
Person ID: Person of Interest Department ID:	t Type:	1025802 00021 63200	Ross,Mike Student Visitor Law School		Request ID: Request Date: Requested Bv:	POI00040 30/03/2017		
The above person	has hee	n assigned th	e following delegations f	for the nariod between 01 April 20	17 to 01 May 2017			
Delegation Profiles	iias bee	in assigned un	e following delegations i	of the period between of April 20	Find	First 🕙 1 of 1 🕑 Last		
Profile Type ADMINOTHER	Profi RO	le ID Res	ponsible Officer	Delegations D				
Individual Delegat	ions				Find View All 🗇	First 🕙 1 of 1 🕑 Last		
Delegation ID	Cluste	r Descriptio	n			Legislative		
Requestor Comm	ents: fill	ling in for john	smith who is absence fo	or a month				
*I authorise the assignment and exercise of the delegations specified above to this person Decline Authorise								
Please provide re	ason if (declining:		.::				
Return to Sear	ch †	Previous in	List ↓ Next in List					

Step 6:

The Senior Delegate either click Authorise to approve the request or click Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise de	elega	tions ass	igned to a Persor	n-of-Interest (POI)		
Use this request to	o author	ise delegatio	ons requested for a POI.			
Person ID: Person of Interest Department ID:	t Type:	1025802 00021 63200	Ross,Mike Student Visitor Law School		Request ID: Request Date: Requested By:	POI00040 30/03/2017
The above person	has be	en assigned	the following delegations f	for the period between 01 April 20)17 to 01 May 2017:	
Delegation Profiles	Б				Find	First 🕙 1 of 1 🕑 Last
Profile Type ADMINOTHER	Prof RO	ile ID R	esponsible Officer	Delegations ▶		
Individual Delegat	ions				Find View All 🗇	First 🕚 1 of 1 🕑 Last
Delegation ID	Cluste	er Descrip	tion			Legislative
Requestor Comm *I authorise the a	ients: fi	lling in for jol	nn smith who is absence fo	pecified above to this person	Decline	Authorise
Please provide re	eason if	declining:	in List ↓ Next in List			

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. The POI will also be notified via email that they have been granted the delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The POI will **<u>not</u>** be notified of the declined request.

b. Actioning by logging into HORUS

Step 1:

The Senior Delegate can check if there are any delegation requests submitted to them for actioning by logging into HORUS.

Step 2:

Senior Delegate signs in HORUS (https://horus.anu.edu.au)

Step 3:

Navigate to: Manager Self Service > Delegations > Authorise POI delegation



	Manager Self Service		
		0	
(Delegations		
	**		

Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a search page will be displayed.

Authorise POI delegation							
Enter any information you have and click Search. Leave fields blank for a list of all values.							
Find an Existing Value							
Search Crit	eria						
Request ID:	begins with 🗸						
Person ID:	begins with 🗸						
Department ID:	begins with 🗸						
Search	Clear Basic Search Citeria						

Step 5:

If known, the Senior Delegate can enter the Request ID, Person ID, or Department

ID or a combination of them. Click the sesides Person ID and Department ID to TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C 12 April 2017, Page 16 of 19



look up a person or a department. Click **Search** button.

A list of all requested submitted to the Senior Delegate matching the search criteria will be displayed. Click the request ID of the POI for whom the delegation was requested.

Authorise POI delegation									
Enter any information you have and click Search. Leave fields blank for a list of all values.									
Find an Existing Value									
Search Criteria									
Request ID: begins with v POI00042									
Person ID: begins with 🗸									
Department ID: begins with 🗸									
Search Clear Basic Search									
Search Results									
View All First 🕢 1 of 1 🕟 Last									
Request ID Request Status Request Date Person ID Name Department ID Department Description									
POI00042 Submitted 30/03/2017 1025814 Specter, Harvey 63200 Law School									

Step 6:

The Senior Delegate to review the delegation assignment details displayed.



Authorise de	legat	ions assig	ned to a Person-	-of-Interest (POI)					
Use this request to authorise delegations requested for a POI.									
Person ID: Person of Interest Department ID:	Туре:	1025802 00021 63200	Ross,Mike Student Visitor Law School		Request ID: Request Date: Requested By:	POI00040 30/03/2017			
The above person has been assigned the following delegations for the period between 01 April 2017 to 01 May 2017:									
Delegation Profiles					Find	First 🕙 1 of 1 🕑 Last			
Profile Type ADMINOTHER	Prof RO	ile ID Resp	oonsible Officer	Delegations					
Individual Delegati	ons				Find View All 🔄	First 🕙 1 of 1 🕑 Last			
Delegation ID	Cluste	er Description	l			Legislative			
Requestor Comments: filling in for john smith who is absence for a month									
*I authorise the assignment and exercise of the delegations specified above to this person Decline Authorise									
Please provide re	Please provide reason if declining:								
🔯 Return to Searc	ch †	Previous in l	List ↓ Next in List						

Step 7:

The Senior Delegate either clicks Authorise to approve the request or clicks Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.



Authorise de	legat	ions assi	gned to a Persor	n-of-Interest (POI)					
Use this request to	author	ise delegatior	ns requested for a POI.						
Person ID: Person of Interest Department ID:	Type:	1025802 00021 63200	Ross,Mike Student Visitor Law School		Request ID: Request Date: Requested By:	POI00040 30/03/2017			
The above person	has be	en assigned ti	he following delegations f	or the period between 01 April 20	017 to 01 May 2017:				
Delegation Profiles	;				Find	First 🕚 1 of 1 🕭 Last			
Profile Type ADMINOTHER	Prof RO	ile ID Re:	sponsible Officer	Delegations					
Individual Delegat	ions				Find View All 🔄	First 🕙 1 of 1 🕑 Last			
Delegation ID	Cluste	er Descriptio	on			Legislative			
Requestor Comments: filling in for john smith who is absence for a month *I authorise the assignment and exercise of the delegations specified above to this person Decline Authorise Please provide reason if declining:									
Return to Sear	ch †	Previous ir	List Vext in List						

Step 8:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. The POI will also be notified via email that they have been granted the delegations.

Step 9:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The POI will **<u>not</u>** be notified of the declined request.

End of guide