

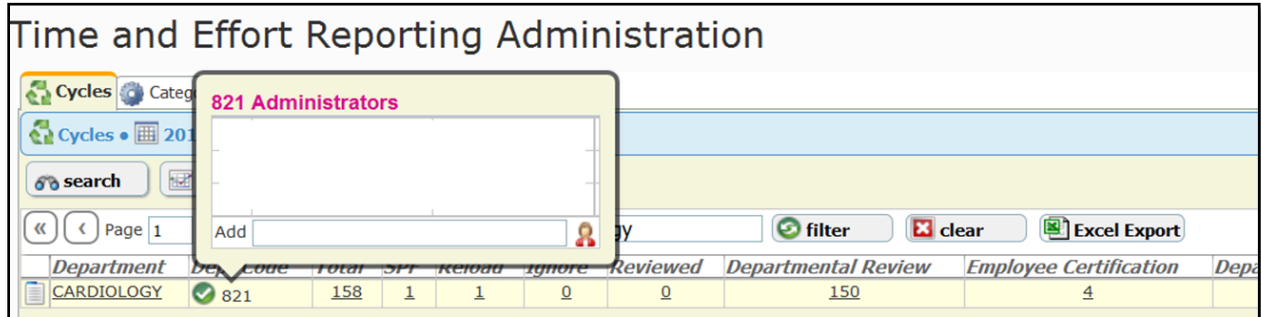



### Part 3

How an administrator can delegate to another person – the delegated person will be able to see and do everything as the administrator.

1. Click on the  icon next to Dept Code on the summary page and type desired person's name in the "Add" line and then click . Select the name from the list that shows up. Multiple people can be added.



Time and Effort Reporting Administration

Department	Dept Code	Total SPT	reload	ignore	Reviewed	Departmental Review	Employee Certification	Depa
CARDIOLOGY	 821	158	1	1	0	150	4	