

## ProjectSuite Enterprise Edition (PSEE)

### Setup Delegates

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## What is a Delegate

- Delegates are those co-workers or staff who can work on your behalf.
- When you work as someone, you inherit their permission.



*The exception being no one can inherit the Admin privileges.*

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## Open User Profile

Select the person icon next to your name located in the top right corner of the application.

User: Erica Hewett 

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## My Delegates

Signature (Click to expand)  

Delegates (Click to collapse)  

My Delegates are

Amber Ivey	<a href="#">Remove</a>
Carla Hodges	<a href="#">Remove</a>
Austin Miles	<a href="#">Remove</a>

(Select a new delegate)

In the Delegates section is MY DELEGATES. This list who is a delegate for you. You have the ability to add or remove people from this list. Others receive an email each time you add or remove them.

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## Managing My Delegates

To add a person, type their name in the search box.

To remove someone, just click Remove..

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## I'm A Delegate

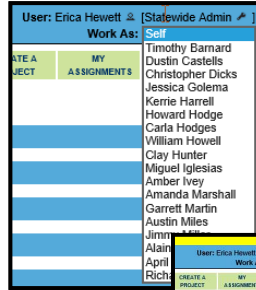
The *I'M A DELEGATE FOR* section lists everyone who has added you as a delegate.

Who have no control of who adds you nor can you remove your name from their list. Simply don't work as that person.

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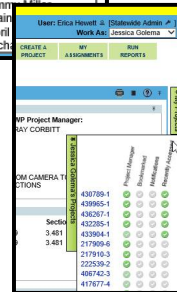
## “Work As” a Delegate

When working in the ProjectSuite Application, a delegate will have a “Work As” dropdown.



Select the name from this list.

You will inherit their dashboard list and the “My Projects” list.



If you have any questions or issues, contact the District 3 PSEE Admins listed at the bottom of the ProjectSuite application