Working as a Delegate

Delegates work on behalf of another Staff member in the PSEE application.

A PSEE User has the ability to name a Delegate in the PSEE application. When a Delegate is chosen they have the authority to do work on all Projects and Modules of their delegator. Actions taken by delegates will be recorded in the Project Journal and will reflect the Delegate's name working as the Delegator.

Who Am I A Delegate For?

There are two ways to find out who has selected you as a delegate.

Look at your User Profile

1. Select the **User Profile Icon ( )** option from the Main Menu.

2. From the User Profile page select the **Delegates** header to expand that section. Look at who is listed in the **I'm the delegate for** section.
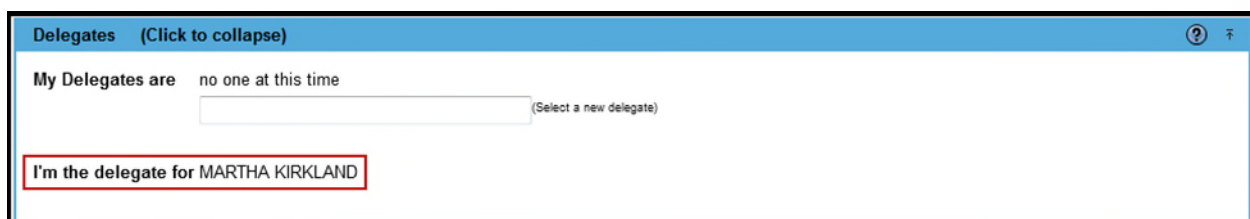

Look at the Work As Drop Down

1. If someone has selected you as their Delegate, you will have a Work As drop down in the upper right corner of the screen, under your User Name.
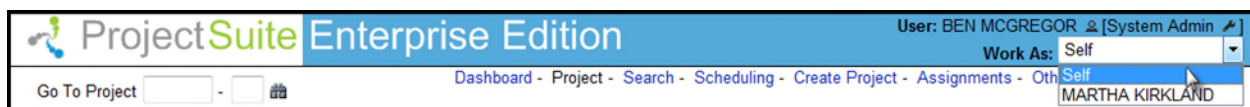
Using Work As

To work as a Delegate for someone, the Delegate will need to indicate in the PSEE application which Delegate to work as by using the **Work As** drop down.

1. Click on the **Work As** drop down box in the upper right corner of the page. The **Work As** option is accessible from any page in PSEE. The **Delegate** must select the person he/she needs to Work As. When working as a Delegate, the Delegate is acting on behalf of the Delegator. When the Delegate makes this selection, the PSEE application will immediately grant the Delegate the Delegator's level of access.
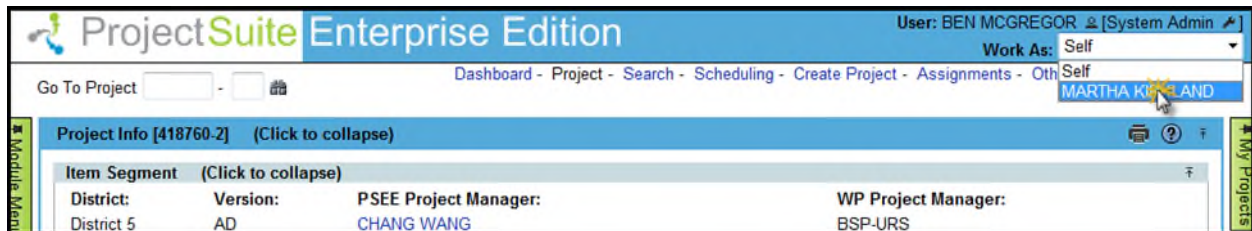

2. When the Delegate chooses to work as the Delegator, the page will provide an additional My Projects menu. This is the My Projects list of the selected Delegator. In the upper right corner of the page, the **User** and **Work As** provide a reminder to the Delegate of whom he/she is working as.
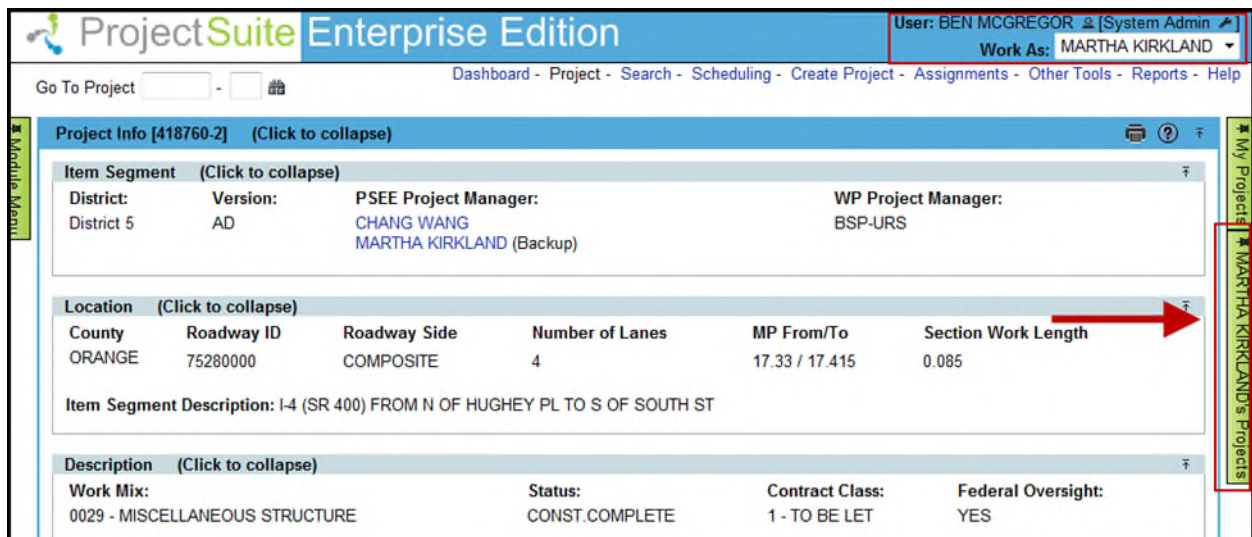
3. Hover over the **My Projects** link of your Delegator to see their Projects. Select the hyperlinked Project Number to move to the needed Project.
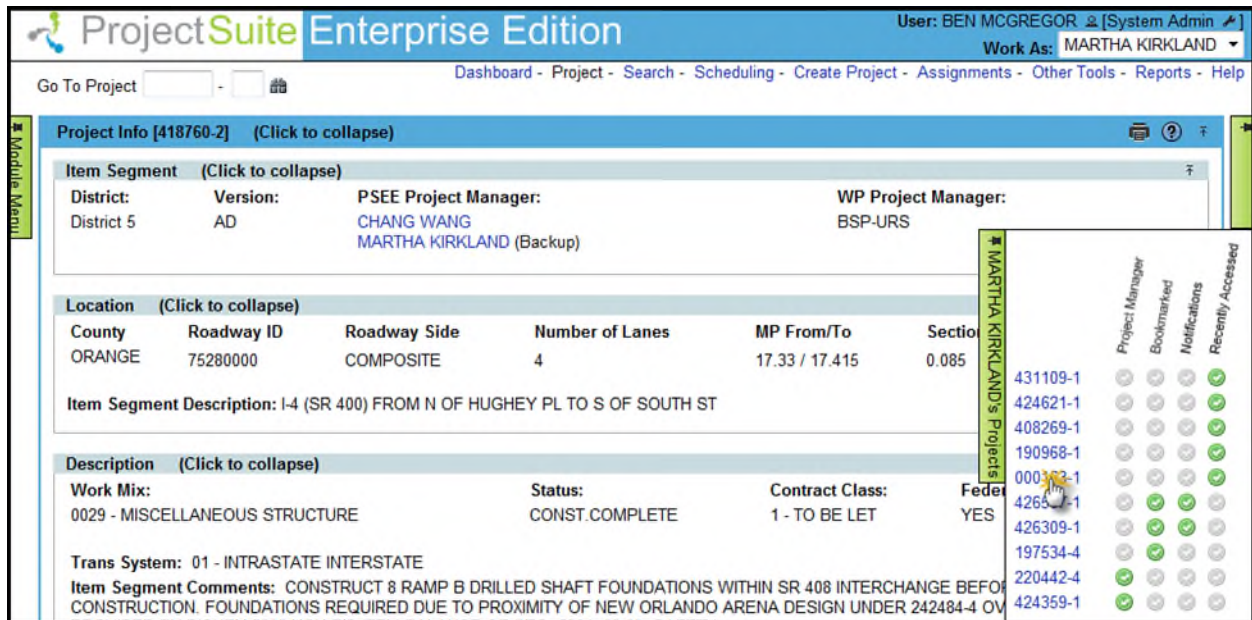
4. Actions taken by the delegate on a project will be documented by the creation of a journal entry. The system generated project entry will show what was done on behalf of the Delegator.
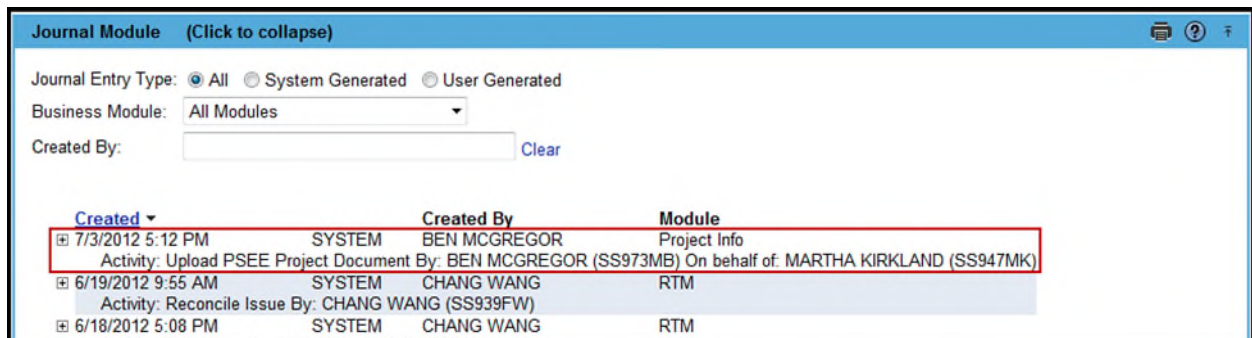
5. Actions taken by the delegate, that result in the generation of a notification, will be documented in the Subject as being done on behalf of the Delegator.

6. When the Delegate's work is complete, set the **Work As** setting back to **Self**.