Delegate to Another User

The access delegation feature allows you to take vacation while enabling others to complete your tasks when you are out of the office. Prior to the availability of this feature, you either had to provide your login credentials to another user to substitute for you while you were gone, which is not a secure practice, or your tasks would remain uncompleted. With this feature, workflows will no longer need to stall, and your other RiskVision-related responsibilities no longer need to remain unfinished because you are absent.

Note: To enable and manage delegations, you must have the System User Access Delegation permission.

To delegate your RiskVision user account:

1. Click **User Settings** at the upper right corner of the RiskVision application. The **User Information** tab appears.

2. Click the **Access Delegation** tab and click **Edit** at the upper right corner of **User Settings** page.

The Access Delegation tab.

3. Click **Yes** next to the **Enable Access Delegation** option.

4. Click the calendar icon associated with the **Delegation Start Date** field and select a date to specify when account delegation must start. If you do not set the **Delegation Start Date, your account will be delegated the moment after you save the settings.**

5. Click the calendar icon associated with the **Delegation End Date** field and select a future date to specify when the account delegation must end. You are permanently allowing the delegate to access to your account if no date is specified in the Delegation End Date field.

6. Select a user in the **Select a user to delegate access** drop-down list and click **Save** at the upper right corner of the **User Settings** page.

To read instructions for how to access the delegations and work on behalf of another user, see Logging in as Delegate .