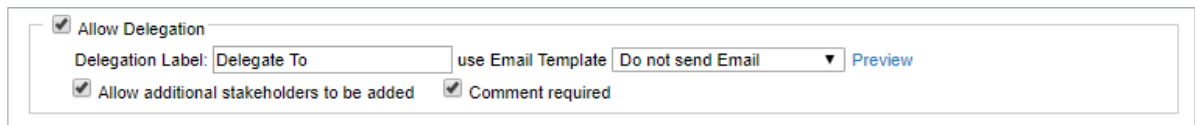


Allowing Stakeholders To Delegate

For each stage, except the terminal stage (closed), you can allow stakeholders to delegate their responsibility to another user or team. The delegate action adds the delegatee as a stakeholder and notifies them of their new task. The delegatee then acts as the original stakeholder.

To allow delegation:

1. Open a workflow for editing.
2. Open the stage.
3. Select **Allow Delegation**.
4. To change the label, enter the new button name.



The screenshot shows a configuration panel for 'Allow Delegation'. It includes a checked checkbox for 'Allow Delegation', a text input field for 'Delegation Label' containing 'Delegate To', a 'use Email Template' section with a dropdown menu set to 'Do not send Email' and a 'Preview' link, and two additional checked checkboxes: 'Allow additional stakeholders to be added' and 'Comment required'.

The Allow Delegation section.

5. Click **Save**. New workflow instances will be created from the revised template.

The **Delegate** label displays in dropdown lists, questionnaire windows, and other process related locations.

Workflow instances that are already in progress are not changed.