Follow these steps to delegate some or all of the processes and participant types (e.g. DGS approval role) assigned to you in WorkflowGen.

1. The user must login at wfgen.umn.edu.
2. Click Delegations on the toolbar.
3. Find the process you wish to delegate in the Process column.
   (For example, Preliminary oral exam committee assignment.)
4. Find the Participant type that you wish to delegate the process to in the Participant column.
   (For example, DGS or Adviser.)
5. Once you’ve located the correct line you are going to delegate, click on the magnifying glass Q next to No delegate.
6. Type in the last name or Internet ID of the person to whom you wish to delegate that process and participant type.
7. Click on the correct person’s name from the list that pops up.
8. Click the OK button.
9. If you wish to only delegate for a limited amount of time, enter the dates of delegation in the Begin and End columns.
10. To end a delegation, click on the X next to the delegate name.
11. Repeat these steps for all processes and participant types you wish to delegate.
   (For example, if you are the DGS and want to delegate DGS approvals for all master’s final, prelim oral, and doctoral final exam committees to a staff person, you will need to set up a delegation for each of the three processes – Doctoral final exam committee assignment, Preliminary oral exam committee assignment, and Master’s final exam committee assignment – under the DGS Participant type.)

Delegations

Process categories: All

<table>
<thead>
<tr>
<th>Process categories</th>
<th>Process</th>
<th>Participant</th>
<th>Delegate</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>All processes</td>
<td>All</td>
<td>All participants</td>
<td>No delegate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of College (ICT)</td>
<td>CLA Reviewer</td>
<td>No delegate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of College (ICT)</td>
<td>Nursing Reviewer</td>
<td>No delegate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad Registration Exceptions</td>
<td>Instructor</td>
<td>No delegate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad Registration Exceptions</td>
<td>Plan Level Coordinator</td>
<td>No delegate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions about delegations in workflow? Email gssp@umn.edu
If you would like to view an instructional video click here: z.umn.edu/wfgdelegation