

# Graduate Education

# Delegation

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 [wfggen.umn.edu](http://wfggen.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 next to "no delegate"
6. Type in the last name 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 to the left
10. To end a delegation, click on the red "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 process - Doctoral final exam committee assignment, Preliminary oral exam committee assignment, and Master's final exam committee assignment - under the DGS "Participant" type.)

## Sample

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Process:  Request #:

Home Views Requests Actions Assignments Team **Delegations** Search Statistics Admin

### Delegations

Process categories:  Active delegations:

6 delegations found

Process	Participant	Delegate	Begin	End
Doctoral final exam committee assignment	REQUESTER	No delegate	<input type="text"/>	<input type="text"/>
Doctoral final exam committee assignment	ADVISER	No delegate	<input type="text"/>	<input type="text"/>
Doctoral final exam committee assignment	DGS	No delegate	<input type="text"/>	<input type="text"/>
Doctoral final exam committee assignment	DATA_ENTRY	No delegate	<input type="text"/>	<input type="text"/>
Doctoral final exam committee assignment	PROCESS_SUPERVISORS	No delegate	<input type="text"/>	<input type="text"/>
Doctoral final exam committee assignment	CC	No delegate	<input type="text"/>	<input type="text"/>

Academic Support Resources

UNIVERSITY OF MINNESOTA  
**Driven to Discover<sup>SM</sup>**

Questions about delegations in workflow?  
 Email [gssp@umn.edu](mailto:gssp@umn.edu)

If you would like to view an instructional video click here:  
<http://www.youtube.com/watch?v=WS8v5bFMXEo>