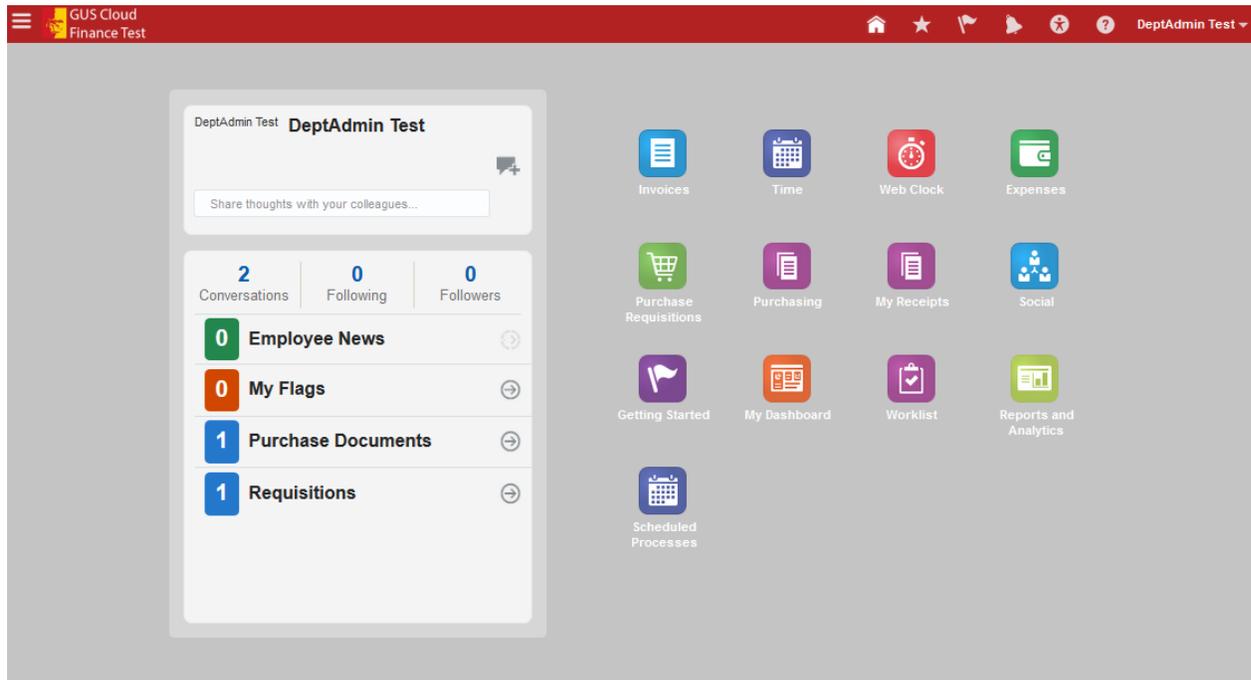


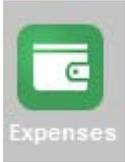
Job Aid

Viewing Delegate Permissions-Expenses



This Job Aid walks through the process of viewing who has granted you permission to enter and manage their expense reports. For instructions on how to grant permission to another individual for entering and managing your expense reports, see the 'Managing Delegates-Expenses' Job Aid.

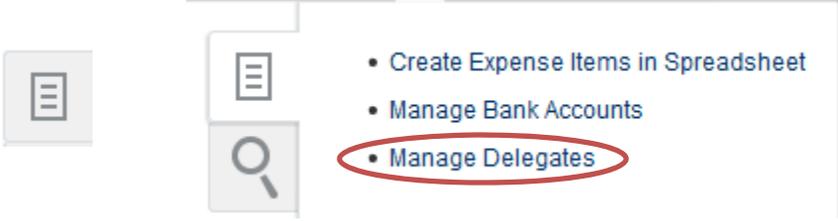
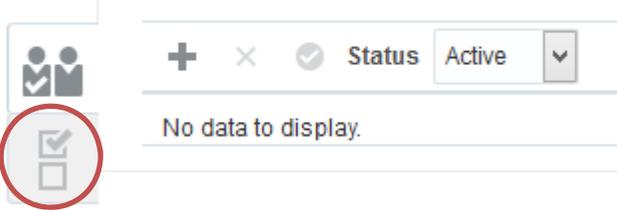
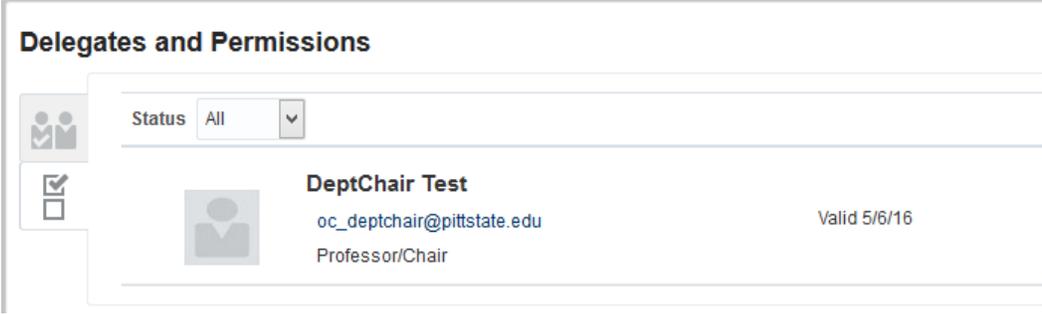
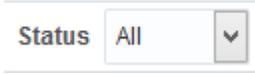


Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Click the Expenses icon on the home page to access the Expenses module . 

Job Aid

Viewing Delegate Permissions-Expenses



Step	Action
3.	<p>Click Tasks, then Manage Delegates</p>  <ul style="list-style-type: none">• Create Expense Items in Spreadsheet• Manage Bank Accounts• Manage Delegates
4.	<p>Click the checkbox icon located under Delegates and Permissions.</p>  <p>Delegates and Permissions</p> <p>+ × ✓ Status Active ▾</p> <p>No data to display.</p>
5.	<p>See who has delegated expense report entry and management to you, as well as the date the delegation was valid.</p>  <p>Delegates and Permissions</p> <p>Status All ▾</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>DeptChair Test oc_deptchair@pittstate.edu Valid 5/6/16 Professor/Chair</p>
6.	<p>Tip: If you do not see a delegation, try changing the 'Status' dropdown to see if the delegation has been made inactive.</p>  <p>Status All ▾</p>

Job Aid

Viewing Delegate Permissions-Expenses



Step	Action
7.	To exit the Delegates and Permissions Page, select Cancel 
8.	You have reached the end of the Viewing Delegate Permissions for Expenses Job Aid.