
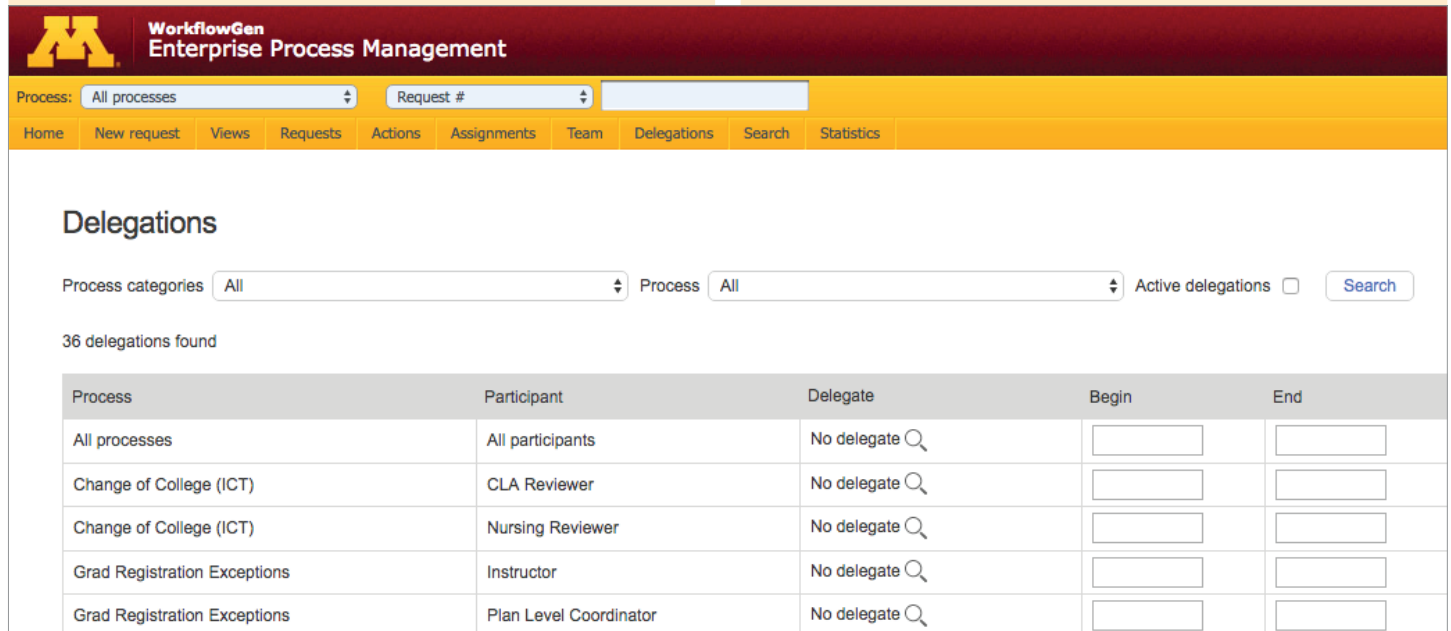







Follow these steps to delegate some or all of the processes and participant types (e.g. DGS approval role) assigned to you in WorkflowGen.

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**  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.)



The screenshot shows the WorkflowGen Enterprise Process Management interface. At the top, there is a navigation bar with the WorkflowGen logo and the text "WorkflowGen Enterprise Process Management". Below this is a search bar with "Process: All processes" and "Request #". A navigation menu includes "Home", "New request", "Views", "Requests", "Actions", "Assignments", "Team", "Delegations", "Search", and "Statistics". The main content area is titled "Delegations" and features filters for "Process categories" (set to "All") and "Process" (set to "All"). There is also a checkbox for "Active delegations" and a "Search" button. Below the filters, it states "36 delegations found". A table displays the delegation details:

Process	Participant	Delegate	Begin	End
All processes	All participants	No delegate 	<input type="text"/>	<input type="text"/>
Change of College (ICT)	CLA Reviewer	No delegate 	<input type="text"/>	<input type="text"/>
Change of College (ICT)	Nursing Reviewer	No delegate 	<input type="text"/>	<input type="text"/>
Grad Registration Exceptions	Instructor	No delegate 	<input type="text"/>	<input type="text"/>
Grad Registration Exceptions	Plan Level Coordinator	No delegate 	<input type="text"/>	<input type="text"/>