Getting Started In Concur

Acting as a Delegate
What is a Delegate?

• A delegate is a Concur user who has been given permission to act on behalf of another user.
• If you have been selected as a delegate, your delegator will define which tasks you can complete, such as submitting requests, or preparing or approving expense reports.
How Do I Act as a Delegate?

• Click **Profile > Act on behalf of another user.**
• Select the appropriate user’s name.
• Click **Start Session.**
  – **Note:** The **Profile** menu now displays **Acting as** and shows the name you just selected.
  – You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.
How Do I Act as a Delegate? continued...

• To select a different user, follow the same steps but select a different name.
• To return to your own tasks, click **Acting as**, and then click **Done acting for others**. **Note:** The Profile menu now appears.
Questions?

• AskConcur@udel.edu
• udel.edu/procurement