Instructions for Selecting a Delegate:

- Login to MyUK. Go to Enterprise Services tab, Workflow tab, Workflow.
- Next to the words "Show Filters Hide Preview is a little icon. Click on it to open.

Workflow Items						History Back Forwar	
Tasks (1/1) Alerts Notifications Tracking						().Q	
Show: New and in Progress Tasks (1/1)					Create Task	Show Filters Hide Preview (5)	
Subject	1	From	Sent	Priority v	Due	Status	
Early College D, Sponsor, Jobs For the Fu, Pt Michael Ted Childress (a		Booth, Rita	Mar 29, 2012	Normal	3	New	

• Open "Manage Substitution Rules"

	Create Task	Show Filters Hide Preview	
		Refresh	
J	Due	Personalize View	
3		Manage Substitution Rules	
		Display Connection Status	

• Under My Substitution Rules, Click Yellow Box "Create Rule"

Manage Substitution Rules
You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').
My Substitution Rules
Create Rule Delete Refresh

 In Nominee, enter Lastname, Firstname for the person you want to review and certify in your absence – then Select...

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

l þ 1	2
Define Rule	Set Rule Activation
Descent and the second s	
Nominee:	Select
Assign These Tasks:	All
	The nominee is the substitute for all tasks
I Want the Nominee to:	Receive My Tasks
	You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule \bigcirc Fill In For Me
	If you are unexpectedly absent, the nominee can take over your tasks completely

A box will appear with Current Selection containing the person. Select Apply ٠



Search For	People	
Search For N	ames:	Search
Current Se	lection	
å	Stark, Susan M	
Apply C	ancel	

Select "Fills in For Me" and

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

Define Rule	Set Rule Activation
Nominee: Assign These Tasks:	Select
2	The nominee is the substitute for all tasks
I Want the Nominee to:	Receive My Tasks You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule Fill In For Me
Next Cancel	If you are unexpectedly absent, the nominee can take over your tasks completely

• At this screen you can determine when to activate the takeover. Save results.

Create a Substitution Rule

Previous Save Cancel

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

l⇒ 1 2	
Define Rule Set Rule Activation	
On saving, turn the rule:: On - The rule will be 	e enabled
At Once	
O On	67
Off - The rule will r	not be enabled
You can turn the rule on or off at any time on the Su	bstitution Rules Management screen.

• The Manage Substitution Rules main screen will appear. To activate, click "Turn On". Button will change to "Turn Off"

Ма	anage Su	bstitution Rules				
You exan	can view and nple, in case y	manage your task substitution ou are unexpectedly absent).	n rules. You can make a You can create severa	n assignee rece I substitution rule	ive your tasks, or you can set an assignee to fill i es to cover all cases. You can also see other use	n for you (for rs' substitution ru
invol	ving you, and	you can take over another us	er's tasks (if this user h	as allowed you	to 'fill in').	
Му	v Substitutio	n Rules				
	Create Rule	Delete Refresh				
	Tasks	Nominee	What To Do	Status	Rule Activation	
	All	Burdette, Diana	Fills In For Me	Ongoing	Successful	Turn Off

• As your delegate is ready to assume your role, they will need to click the "Take Over" button from the Management Substitution Rules main screen. This only needs to be done once.

Other Users' Substitution Rules				
Task Owner	Tasks	What To Do	Status	
Burdette, Diana	All	Fill In	Ongoing	Take over