# SHARING YOUR WORKLIST

- In the Oracle E-IT system, you can delegate your approvals by sharing your Worklist with a proxy

- You can share your Worklist (delegate your approvals) at any time with as many proxies as you would like

- Both you and the proxy(s) will receive notifications of ITs on your Worklist

- The first person to approve the IT will have it removed from the Worklist

## Instructions on how to share your Worklist with a proxy (delegate):



1) Click the gear icon at the top of the EBS Home Page
2) Choose Manage Proxies

## Proxy Configuration

Manage the people that can access your account and act on your behalf.

Add Proxy    Run Proxy Report  |  •••

| Details | Last Name | First Name | User Name |
|---------|-----------|------------|-----------|
|         | No results found. |   |   |

3) Click the Add Proxy button

## Add People

### Add Proxy

\* User Name  [gpla]  🔍          Notes to Proxy

\* Active From

| User Name | Last Name | First Name | Email |
|-----------|-----------|------------|-------|
| GPLATNER | Platner | Garrett | gplatner@tulane.edu |

Active To

Grant Responsibility Ac

🔍                                                      ‹ 1 - 2 ›

Responsibilities  ◉ None
                  ○ Selected

4) Add the User Name of the person whom you'd like to be your proxy

## Add People

Switch Responsib

## Add Proxy

| | |
|---|---|
| * User Name | GPLATNER |
| * Active From | 10-Jul-2021 |
| Active To | |

Notes to Proxy
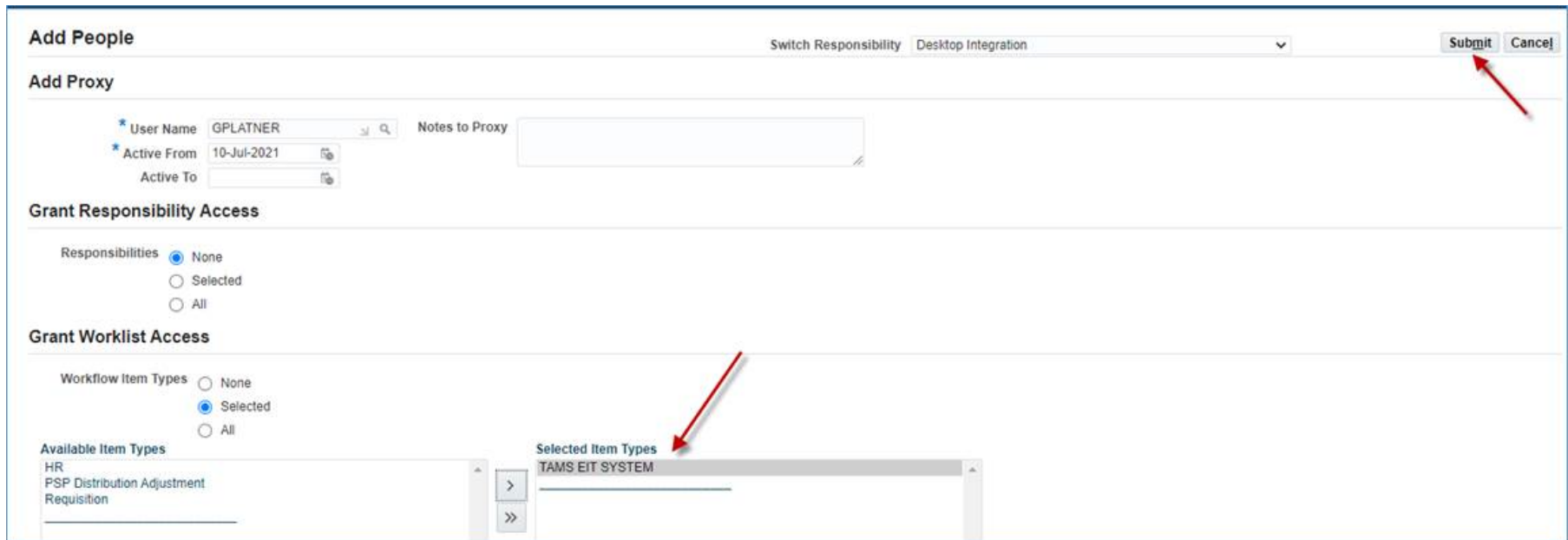
## Grant Responsibility Access

Responsibilities  ⦿ None
○ Selected
○ All

## Grant Worklist Access

Workflow Item Types  ○ None
⦿ Selected
○ All

**Available Item Types**
HR
PSP Distribution Adjustment
Requisition
TAMS EIT SYSTEM

**Selected Item Types**

>
>>
<
<<

5) Under Grant Worklist Access, choose Selected under Workflow Item Types
6) Choose TAMS EIT SYSTEM from the list, then click the single arrow icon to move your selection to the Selected Item Types box

7) Once TAMS EIT SYSTEM is in the Selected Item Types box, click the Submit button
8) The person you chose as your proxy should now be able to access your Worklist by following the instructions below

# Instructions on how to access another user's Worklist as a proxy
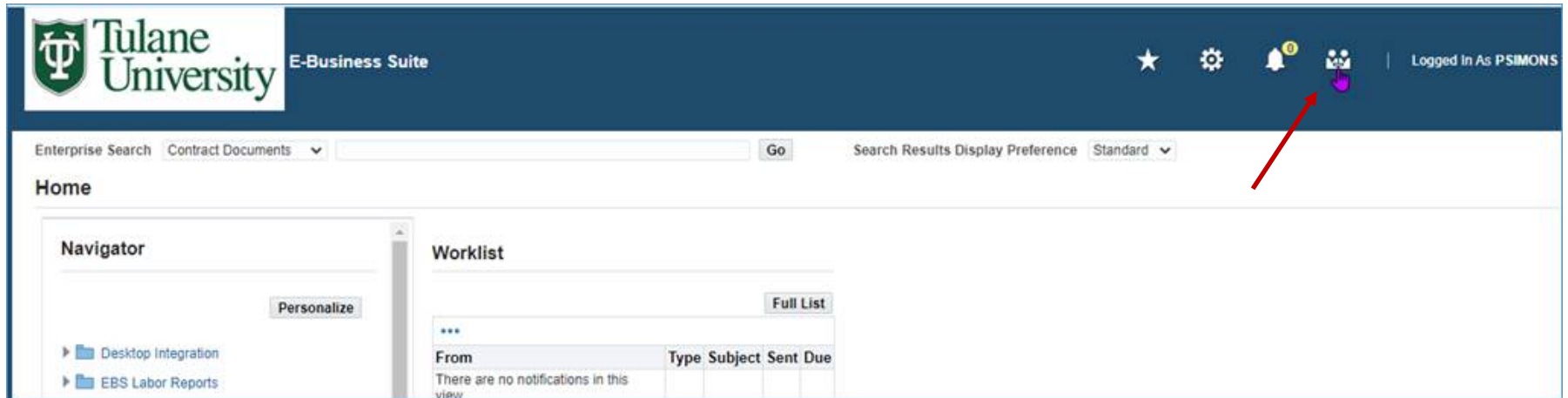


1) Click the Switch User icon



2) Click the Switch button

3) You will see that you are logged in as yourself but a proxy for another user
4) When you are ready to end your proxy session, click the Switch User icon