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):

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Home					-			·

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

Add Proxy	Run Proxy Report •••		
etails Last	Name	First Name	User Name
No re	sults found.	- 10	

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
Active To	GPLATNER Platner	Garrett	gplatner@tulane.edu
Grant Responsibility A			
	0.		(1-2)

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



- 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

Add People				Switch Responsibility Desktop Integration	~	Submit Cancel
Add Proxy						
* User Name * Active From Active To	GPLATNER 10-Jul-2021	19 19 19	Notes to Proxy			``
Responsibilities N S A	one elected					
Grant Workflow Item Types	S None Selected All		* > >	Selected Item Types TAMS EIT SYSTEM		

- 7) Once TAMS EIT SYSTEM is in the Selected Item Types box, click the Submit button8) 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

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1) Click the Switch User icon

=	Tulane University	Business Suite			â *	¢	Logged In As PSIMONS
Switch User	ic as their proxy						
Switza	Last Name 🔺	First Name 🛆	User Name 🛆	Job Title	Phone		Email 🛆
0+0	esanche		ESANCHE				esanche@tulane.edu

2) Click the Switch button

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Personalize		Full List					

- 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

