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
3) Click the Add Proxy button

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
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.