

Delegate Processes in Flowtime

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v8.3 and earlier

You can delegate and take ownership of processes to optimize organizational workloads and update workloads according to changing organizational situations, such as employees going on vacation, parental leave, and so on.

It is important to distinguish between delegating tasks and reassigning tasks.

- **Reassign:** When a user reassigns a task to another user, and that user completes the task, the action is audited as done by the assigned user.
- **Delegate:** When a user delegates a task to another user, and that user completes the task, the action is audited as done by the delegatee on behalf of the delegator.

Procedure

1. (For group managers only) From the **Delegation Management for** drop-down menu, select a user in your group that you want to delegate processes for.
2. On the right side of the page, click **Add**.
3. Configure the delegation parameters.

Delegation Parameters

Parameter	Action
Delegatee	Select the user that you want to delegate the processes to.
From Date/To Date	Define the date range that the processes are delegated to the delegatee.
Check all Templates	Select this check box to select all available processes.
Process	Select the check box next to each process you want to delegate.
Delegation Type	Select a delegation type. <ul style="list-style-type: none">◦ Full Control: the delegatee can receive and perform actions on any message or task on behalf of the delegator, and start new instances.◦ Message Only: the delegatee can only receive and perform actions on any message or task on behalf of the delegator, but cannot start new instances.
Send Emails	Select this check box to send process emails that were sent to the delegator, to the delegatee.

4. Click **Save**.

Result

The delegation is listed in the Delegations Management table.

v8.3.4 and later

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