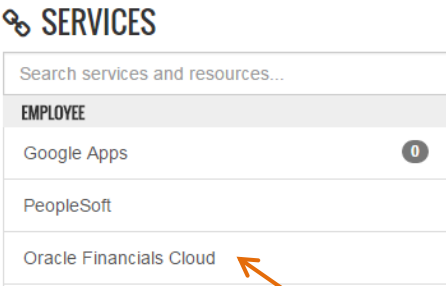

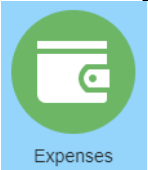
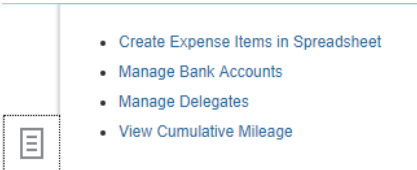
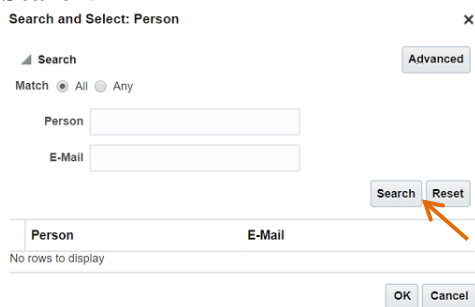





Adding and Deleting Delegates to Enter Expense Reports

Step	Action
1.	<p>Begin by signing in to Oracle Fusion Cloud (OFC) from myBoiseState.edu.</p> 
2.	<p>To access the Home Screen in OFC, click the house icon at the top of the screen. </p>
3.	<p>Click the Expenses icon on the homepage to access the OFC Expenses module.</p> 
4.	<p>Click the Tasks icon and select Manage Delegates in the upper right corner.</p> 
5.	<p>Click the + icon located under Delegates and Permissions.</p>
6.	<p>Type the name of the person that you would like to delegate Expense Report entry authority in the *Person field then press “Save” in upper right hand corner.</p>
7.	<p>If you were able to find your delegate based on step 6, do not follow instructions in steps 8 and 9. If you were not able to find the user with instructions from step 6, follow instructions below.</p> <p>You can also search by selecting the magnifying glass. Enter appropriate fields, and click Search.</p> 



Step	Action						
8.	<p>Select the Person by clicking the space to the left of the person's name and clicking OK.</p> <table border="1" data-bbox="342 373 894 485"><thead><tr><th data-bbox="345 373 618 394">Person</th><th data-bbox="618 373 891 394">E-Mail</th></tr></thead><tbody><tr><td data-bbox="345 407 618 428">Jennifer Martindale</td><td data-bbox="618 407 891 428">jmartind@boisestate.edu</td></tr><tr><td data-bbox="345 449 618 470">Jennifer Marsh</td><td data-bbox="618 449 891 470">jennifermarsh@boisestate.edu</td></tr></tbody></table> <p data-bbox="781 499 894 531"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p><i>Note:</i> Repeat steps above to add additional delegates.</p>	Person	E-Mail	Jennifer Martindale	jmartind@boisestate.edu	Jennifer Marsh	jennifermarsh@boisestate.edu
Person	E-Mail						
Jennifer Martindale	jmartind@boisestate.edu						
Jennifer Marsh	jennifermarsh@boisestate.edu						
9.	<p>To remove a Delegate, click the name from your list, click the  icon, and click Yes.</p> <table border="1" data-bbox="342 638 1013 749"><thead><tr><th data-bbox="345 638 1010 659">Warning</th></tr></thead><tbody><tr><td data-bbox="345 680 1010 701">If you remove this person, the delegate can no longer manage expense reports for you. Do you want to continue?</td></tr><tr><td data-bbox="922 709 1003 741"><input type="button" value="Yes"/> <input type="button" value="No"/></td></tr></tbody></table>	Warning	If you remove this person, the delegate can no longer manage expense reports for you. Do you want to continue?	<input type="button" value="Yes"/> <input type="button" value="No"/>			
Warning							
If you remove this person, the delegate can no longer manage expense reports for you. Do you want to continue?							
<input type="button" value="Yes"/> <input type="button" value="No"/>							
10.	<p>Click Save and Close in the upper right hand corner when finished adding Delegates.</p> <table border="1" data-bbox="342 806 737 848"><tbody><tr><td data-bbox="345 806 428 848"><input type="button" value="Save"/></td><td data-bbox="428 806 631 848"><input type="button" value="Save and Close"/></td><td data-bbox="631 806 734 848"><input type="button" value="Cancel"/></td></tr></tbody></table>	<input type="button" value="Save"/>	<input type="button" value="Save and Close"/>	<input type="button" value="Cancel"/>			
<input type="button" value="Save"/>	<input type="button" value="Save and Close"/>	<input type="button" value="Cancel"/>					
11.	<p>End of Procedure.</p>						