How to - Use Managers Delegation in Optimum

As a manager you can delegate your authorisation rights within Optimum to another manager when you are on planned leave. Login into Optimum.

To delegate select Manager Delegation and then select Delegation Request

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The screen below will display. Select New Request

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A drop down menu called **Delegate User** will display and this is a list of all managers that use Optimum. Select the manager that you wish to delegate your adjustment authorisations.

Now select the **Start Date** and **End Date** for the period that you wish the manager to authorise your teams adjustments.

In the **Comments** field you can put in the reason for the request i.e. Annual leave.

Once all fields are completed select Request

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Once you have requested the delegation a message will appear under the Request button to confirm the status of the request i.e. Requested.

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An email will be sent to the manager that you have selected to authorise in your absence.

Managers Delegation – Delegation Response

A manager can request that you authorise their staff's adjustment requests when they are on planned leave.

To accept a delegate request select **Manager Delegation** and then select **Delegation Response**



The screen will show as detailed below. Tick the delegation and either accept or decline it:

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If you accept/decline the delegation an email will be sent to the requestor and the following message will show. The delegation is now in place.

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