Welcome to the HR Operations Avature portal training.

My name is Eve, and in this video you'll learn how to delegate task responsibility in the Avature Manager portal. Let's get started. Access the manager portal through the avatar tile on the MyVCCS landing page, or by clicking the link in the email you receive when a task is assigned to you. We highly suggest you bookmark the link to access it at any time. From your homepage, click the 'Delegation' link located on the upper taskbar. Please note that when you use the delegation feature, all your tasks will be assigned to another user. For this reason, delegation should only be used to temporarily assign tasks to someone else. Check the 'Assign Delegate' checkbox. Search for user. Add the delegation period start date.

Add the delegation period end date.

Check the 'Notify via Email' checkbox. Click 'Submit'. The delegated user will receive an email notifying them of the temporary delegation. To complete tasks as a delegee, from your homepage, click the 'Delegation' link located on the upper taskbar. Here you will note you can log in to the Avature reports as the delegate by clicking on their username, located on the top right of the page. Once you log in as the delegate, you will access their tasks in the 'My Tasks' tab, and the system will register your actions on behalf of the delegate. To return to your portal, go to 'Delegation' and click your username in the upper right of the 'Delegation' page. You can toggle back and forth between portals. To remove a delegate if no expiration date was entered, from your homepage, click the 'Delegation' link located on the upper taskbar. From there, you'll see the assigned delegate. You can uncheck the 'Assigned Delegate' box and change the delegation period start date to the current date. You'll uncheck the 'Notify via Email' box and submit. That concludes our training on delegating a task in the Avature Manager portal. Be sure to check out the other videos in the series. You'll also find additional resources on the SSC website. Contact your College HR representative or the Shared Services Center Customer Engagement team for assistance. Thanks for watching. Take care.