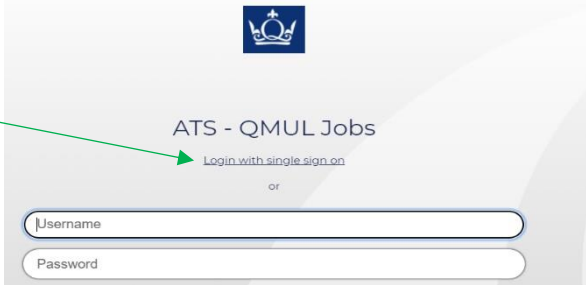
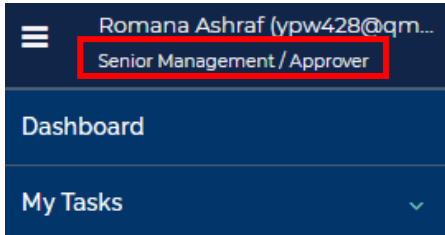
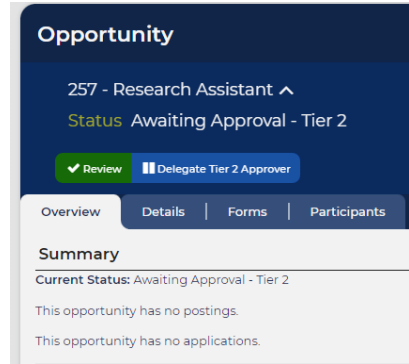


Approver User Guide – Delegating Existing Approval Requests

This document will provide you with step-by-step guidance on how to delegate existing approval requests to a “Delegate” Approver.

Accessing Oleo/Dashboard	
Step/Action	Example/Screenshot
<p>To access the Oleo system, follow this link: https://qmul-jobs.tal.net/ and click “Log in with single sign on” to log in to the system.</p>	
<p>When you log into Oleo, ensure you are logged in as “Senior Management/Approver” Profile.</p>	
<p>Click into the request you wish to delegate. This will take you to the Opportunity or Application page.</p>	

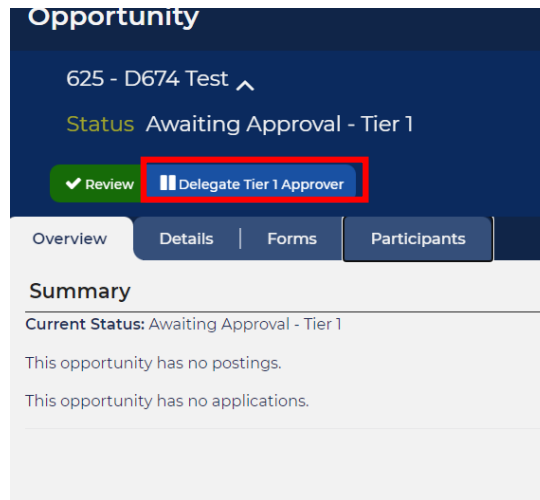
Next, click the **“Delegate Approver”** button.

A **“Delegate Approver Form”** will be presented.

Start to type the name of the person you wish to delegate the approval request to. The field will do a smart search and find the individual from the drop-down list. Once you have found the name of the Delegate, click **“Submit”**.

This will send an email notification to the Delegate Approver who can review the request and action accordingly.

If the name of your Delegate is not visible in the drop-down list, please contact IT helpdesk to get the delegate set up.



Opportunity

625 - D674 Test ^

Status Awaiting Approval - Tier 1

Review Delegate Tier 1 Approver

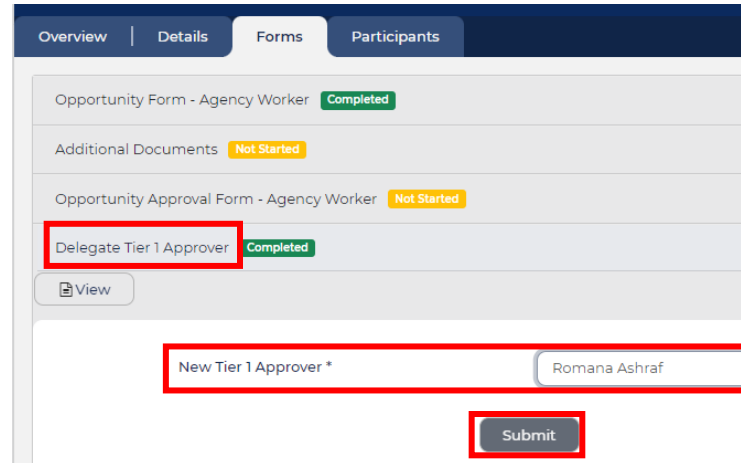
Overview Details Forms Participants

Summary

Current Status: Awaiting Approval - Tier 1

This opportunity has no postings.

This opportunity has no applications.



Overview Details Forms Participants

Opportunity Form - Agency Worker Completed

Additional Documents Not Started

Opportunity Approval Form - Agency Worker Not Started

Delegate Tier 1 Approver Completed

View

New Tier 1 Approver * Romana Ashraf

Submit