

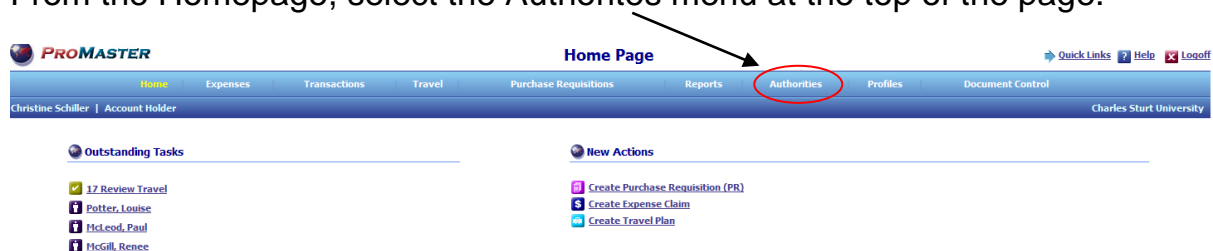
Assign Authority to another User

For a range of reasons, a Cardholder may not be able to do their own processing. This is most commonly due to the Cardholder taking holidays, secondments to other positions or to have Administrative staff process their transactions. As a result, a Cardholder needs to assign their role to another ProMaster User for a period of time.

To do this please follow these instructions:-

When you log into ProMaster, the first screen that comes up is the Homepage.

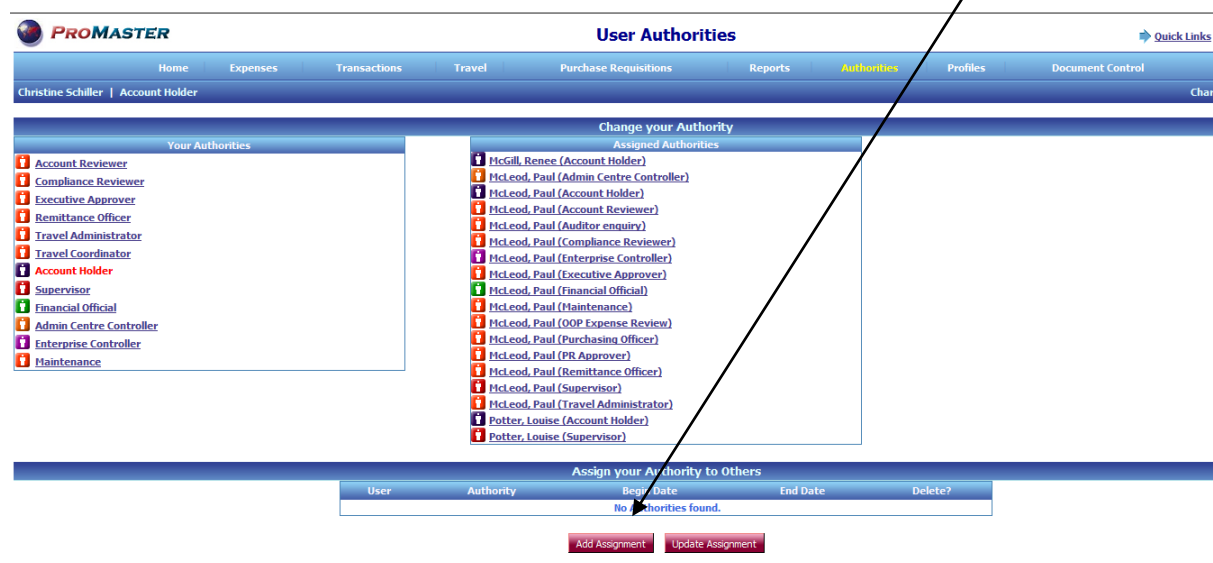
From the Homepage, select the Authorities menu at the top of the page.



This will open up the User Authorities screen.

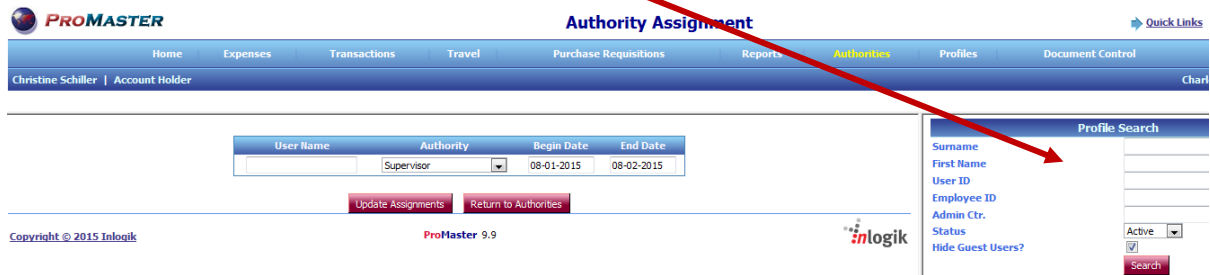
This screen will show you what authorities you have already assigned (if any)

To add a new Authority click the Add Assignment button

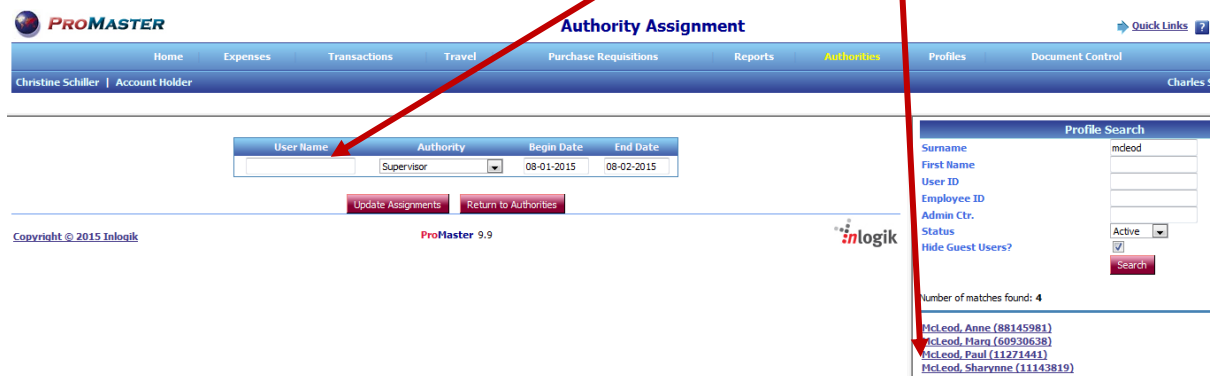


This will open up the Authority Assignment screen.

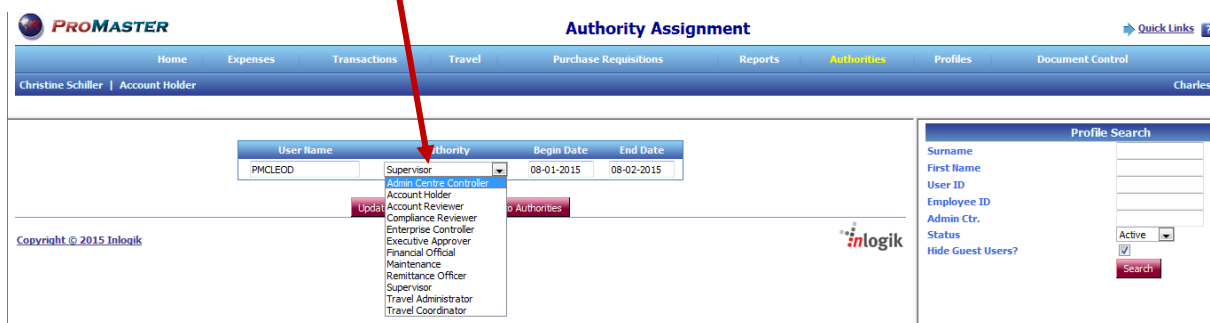
To search for a user to select you need to type their name into the search field on the right hand side of the screen



Once your search has brought up a list of names, click on the person you want and this will put the name into the User Name box.



Click on the drop down arrow for the type of authority and select Account Holder.



Click in the Begin Date field and a calendar will come up on the right hand side of the screen. Select the commencement date from the calendar and this will be put in the Begin Date box. Do the same thing for the End Date.

Authority Assignment

Home Expenses Transactions Travel Purchase Requisitions Reports **Authorities** Profiles Document Control

Christine Schiller | Account Holder Charles

User Name	Authority	Begin Date	End Date
PMLCLOD	Supervisor	08-01-2015	08-02-2015

Update Assignments Return to Authorities

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Authority Assignment

Home Expenses Transactions Travel Purchase Requisitions Reports **Authorities** Profiles Document Control

Christine Schiller | Account Holder Charles S

User Name	Authority	Begin Date	End Date
CBISHOP	Account Holder	08-01-2015	08-02-2015

Update Assignments Return to Authorities

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Once you are happy with what you have selected, click on the Update Assignments button to add this to your assigned authorities list.

Update Assignment

Change your Authority

Your Authorities

- Account Reviewer
- Compliance Reviewer
- Executive Approver
- Remittance Officer
- Travel Administrator
- Travel Coordinator
- Account Holder
- Supervisor
- Financial Official
- Admin Centre Controller
- Enterprise Controller
- Maintenance

Assigned Authorities

- McGill, Renee (Account Holder)
- McLeod, Paul (Admin Centre Controller)
- McLeod, Paul (Account Holder)
- McLeod, Paul (Account Reviewer)
- McLeod, Paul (Auditor enquiry)
- McLeod, Paul (Compliance Reviewer)
- McLeod, Paul (Enterprise Controller)
- McLeod, Paul (Executive Approver)
- McLeod, Paul (Financial Official)
- McLeod, Paul (Maintenance)
- McLeod, Paul (OOP Expense Review)
- McLeod, Paul (Purchasing Officer)
- McLeod, Paul (PR Approver)
- McLeod, Paul (Remittance Officer)
- McLeod, Paul (Supervisor)
- McLeod, Paul (Travel Administrator)
- Posner, Louise (Account Holder)
- Posner, Louise (Supervisor)

Assign your Authority to Others

User	Authority	Begin Date	End Date	Delete?
Bishop, Christine	Account Holder	08-01-2015	08-02-2015	<input type="checkbox"/>

Add Assignment Update Assignment