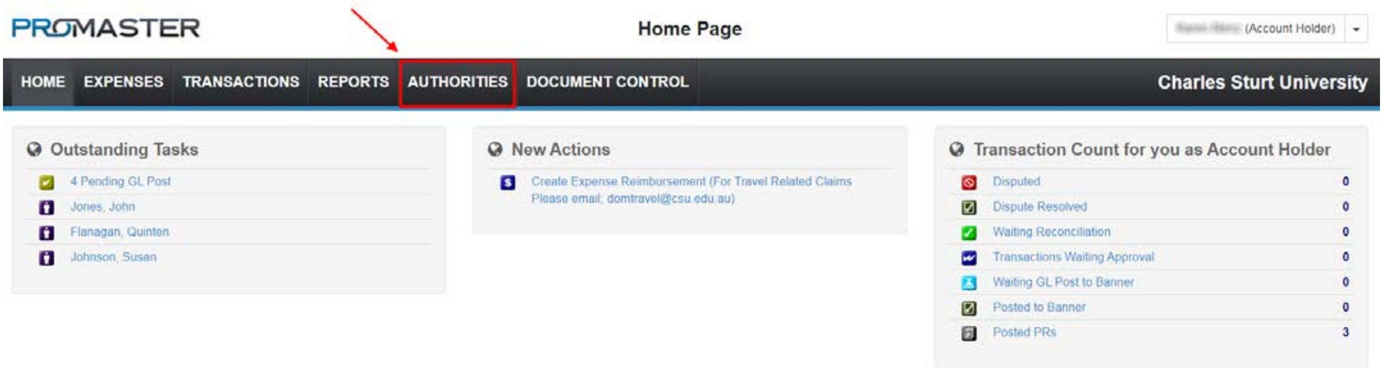
Assigning a delegate to reconcile my Purchase Card transactions

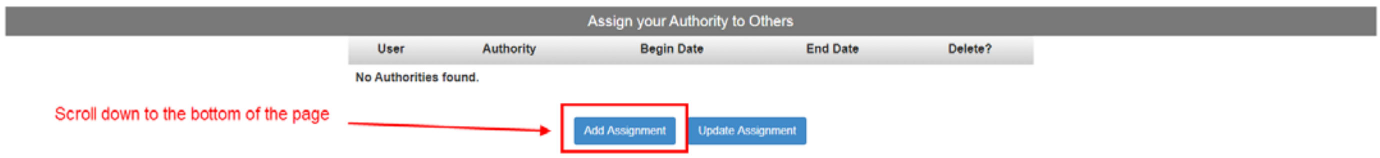
For a variety of reasons, a Cardholder may not be able to reconcile their own transactions. This is most commonly due to the Cardholder taking leave, or where there are dedicated Administrative staff who reconcile and process Cardholder transactions on a regular basis.

In this case, a Cardholder needs to assign their role to another **ProMaster** user for a period of time.

To do this the Cardholder is to log into **ProMaster**. From the Homepage, select the **Authorities** menu at the top of the page.

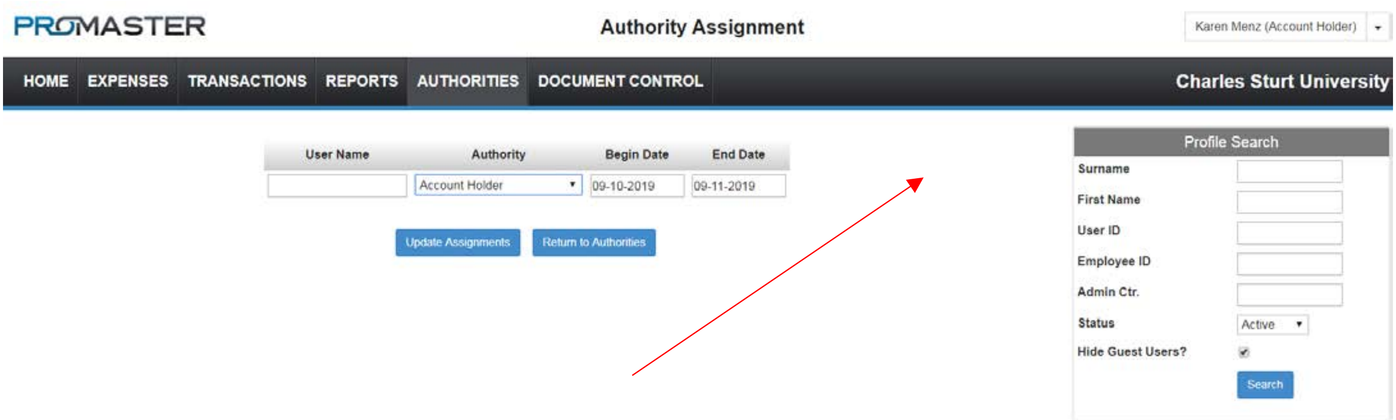


This will open up the **User Authorities** window.



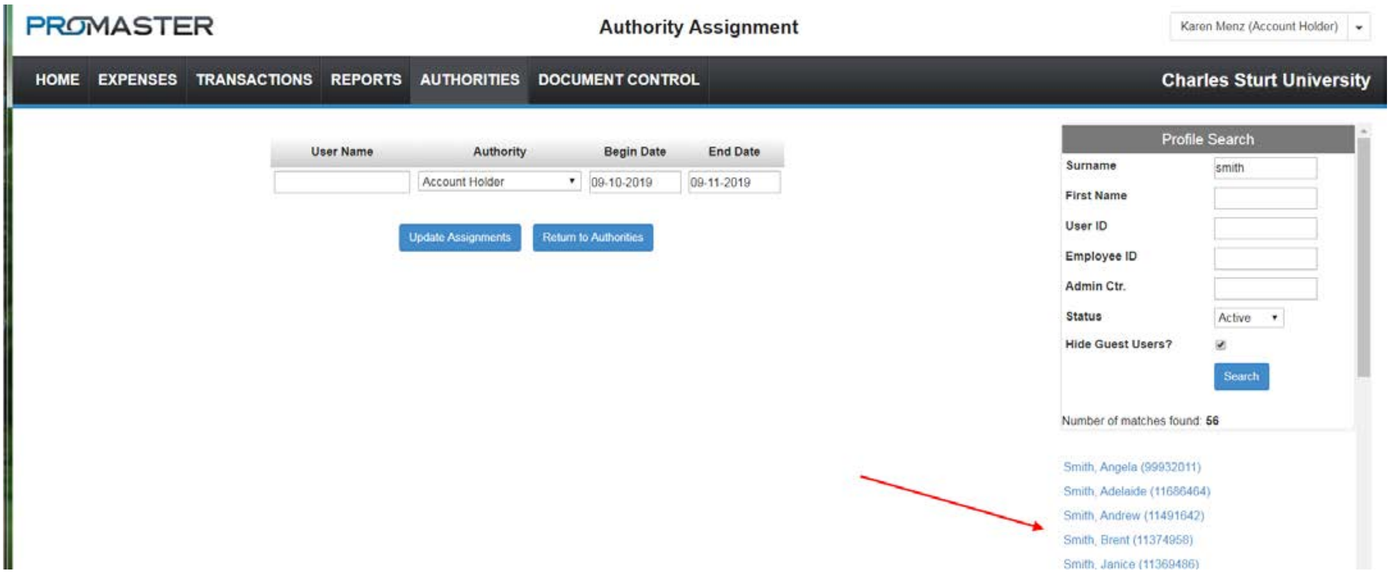
To add a new authority click the **Add Assignment** button.

This will open up the **Authority Assignment** window.

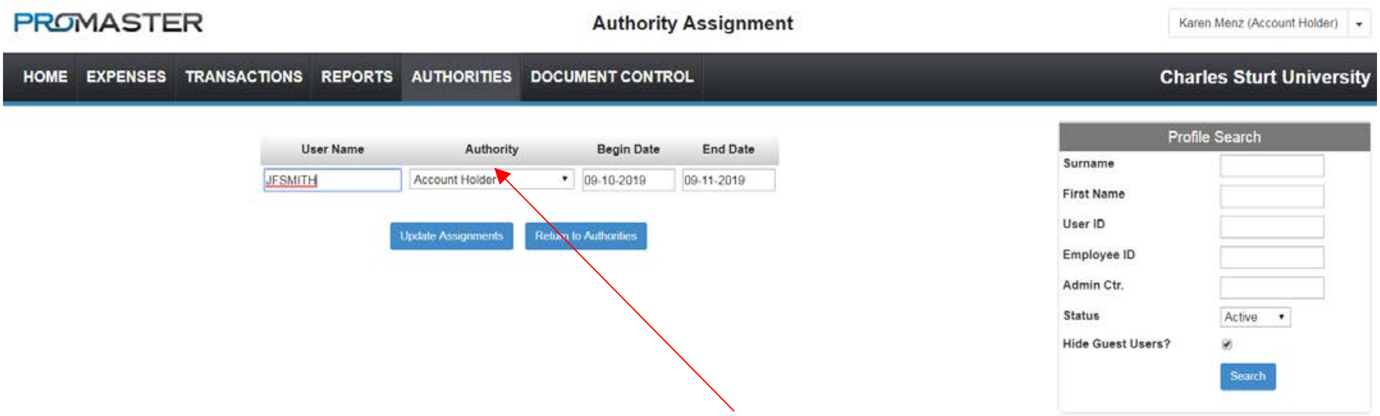


Search for a user by entering their details in the search fields (above) on the right hand side of the screen.

Search results are displayed.



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



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 open up. Select the commencement date from the calendar and this will be put in the **Begin Date** field. Do the same thing for the **End Date**.

Once the correct dates have been selected, click on the button to **Update Assignments** to add this to your assigned authorities list.