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Delegate an Agreement approval or review

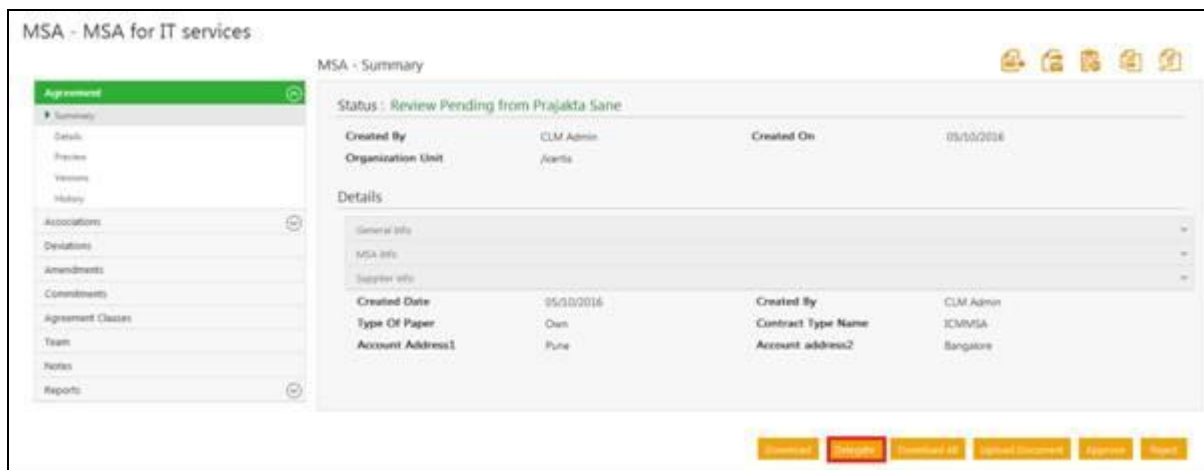
If you are an approver, you can delegate your tasks of approving, rejecting, reviewing, or signing an agreement to another user.



To delegate an agreement:

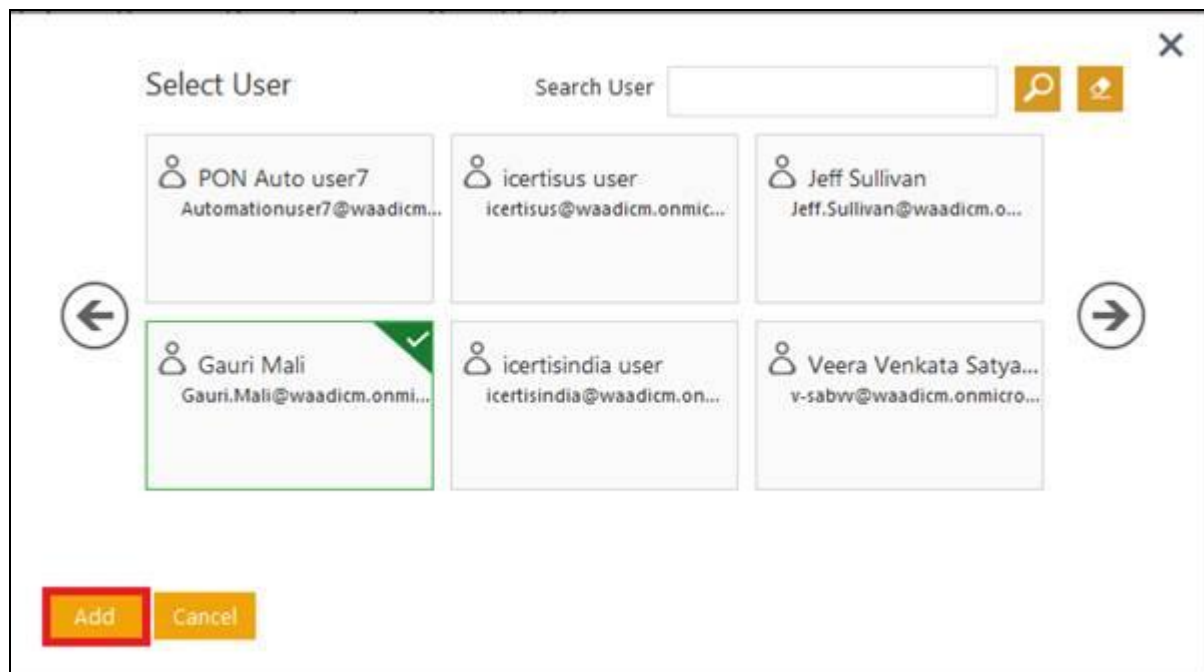
1. On the ICM Home page, click **Notifications**.
2. On the *Notifications* page, under *Tasks* tab, click the **Agreement** name that you want to delegate.



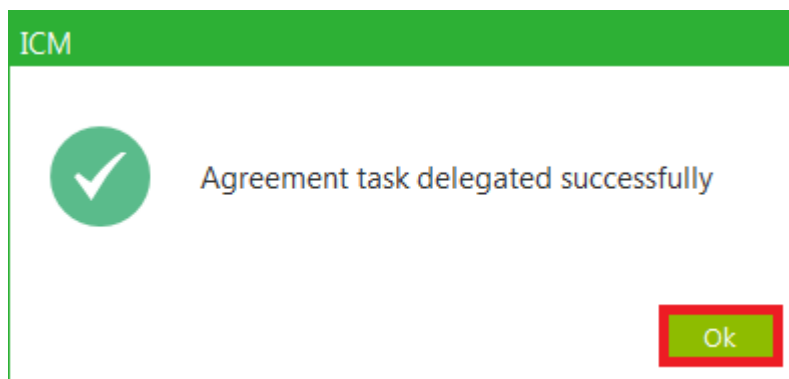
3. On the *Agreement Details* page, click **Delegate**. The *Select User* dialog box appears.



4. On the *Select User* page, select a user who you want to delegate the task to and click **Add**. You can also type the name in the **Search User** box and click . Use the scroll arrows  to scroll through the list of users.



- Once you have selected the user to delegate the approval process, the **Agreement task delegated successfully** message appears.



- Click **Ok**. The delegated user receives a notification.

Note: After you have delegated the task, the **Recall Delegation** button is visible on the *Agreement Details* page using which you can recall the delegation.