

Table of Contents

Delegate an Agreement approval	l or review
--------------------------------	-------------



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.

	1	dSA - Summary			🕮 (Z	S (1) (1)
Approximated	0	Status : Review Pending	from Prajakta Sane			
Datala Propinse Venenne		Created By Organization Unit Details	CLM Admin Apertie	Created On	05552636	
Accounters Deviations Amendments	9	stanen al talla MSA talla Suggetien valla				
Connitrent: Agreement Clasten Team Notes Report:	Θ	Created Date Type Of Paper Account Address1	05/10/2016 Own Pune	Created By Contract Type Name Accessed address2	CLM Admin ICMNEA Bangatore	

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.



A CONTRACTOR OF THE CONTRACTOR OF TO	Jeff.Sullivan@waadicm.o
S icertisindia user icertisindia@waadicm.on	O Veera Venkata Satya v-sabvv@waadicm.onmicro
) icertisindia user icertisindia@waadicm.on

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

ICM	
	Agreement task delegated successfully
	Ok

6. 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.