

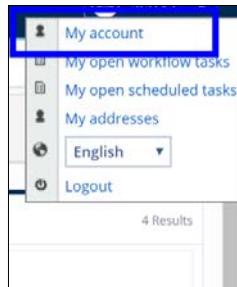
Setting a Proxy for an Approver

This document explains how to set a proxy for approvals in the Arizona Procurement Portal (APP) when an approver is going to be out of the office. If you have any questions or require assistance please reach out to your agency support team. The list of agency support team contacts is located at <https://spo.az.gov/app/qrgs>.

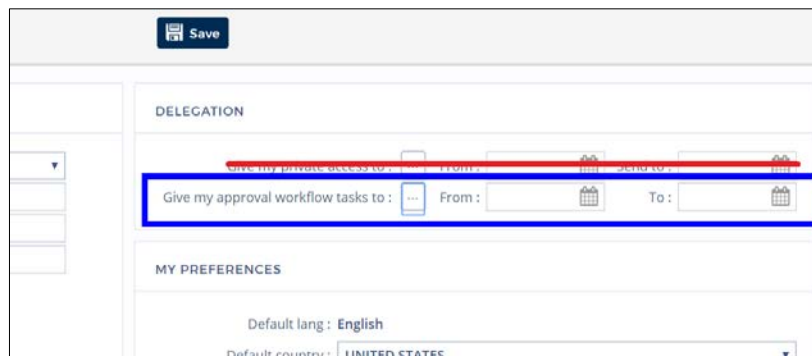
APP allows proxies to be set for approvers using the **My account** link. Proxies are set for a range of dates so the user only needs to touch the profile once per proxy setting rather than twice (once to turn it on and once to turn it off). **Only the user or SPO System Admins can set proxies at this time.**

Setting a Proxy for an Approver

1. Click on the **My account** link in the menu at the top right of the APP screen (under the user's name):



2. In the DELEGATION section at the top right click on the ellipses (...) in the **Give my approval workflow tasks to:** line. This brings up a search window for the approver the tasks are being delegated to:



3. After selecting a user to delegate to, use the date fields in the same line to set the time period for the proxy to be active.
4. Click the Save button at the top of the screen. The proxy is now set.