

## Delegating Tasks

This document is a quick-reference guide for users who need to delegate tasks in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>

In APP, users are able to delegate or reassign tasks that are in queue. Users may choose to delegate tasks if they are planning to be out of the office or if they believe a task in APP is more suited to another user.

### Task Delegation

1. From any page in APP, click on your name in the top right corner and then select **My Account** from the drop-down menu.
2. On the My Account page you have two delegation options:

DELEGATION

Give my private access to: ... From: [ ] [ ] Send to: [ ] [ ]

Give my approval workflow tasks to: ... From: [ ] [ ] To: [ ] [ ]

- **Give my approval workflow tasks to:** this is the preferred option and enables you to identify an individual who will receive any tasks that require your review and approval for a defined period of time. This option is also useful if you are going to be out of the office, but only want to delegate tasks that involve reviewing and approving.
  - **Give my private access to:** enables you to identify an individual who will have access to your account for a defined period of time. This option is useful if you are going out of the office and have a delegate who is authorized to work on your behalf. You need to have approval documentation to do this.
3. Click the **Ellipsis** icon for the delegation option you wish to use.
  4. Search for and select the user you wish to delegate to.
  5. Enter the date range that the user will be your delegate.
  6. Click the **Save** button.



**Note:** You should only delegate tasks to users who are authorized to do business on your behalf. In addition, when selecting between the two delegation options, you should only give your approval workflow tasks to a user rather than your private access as this option restricts the scope of tasks that the assigned delegate will have. Giving private access requires written approval documentation.