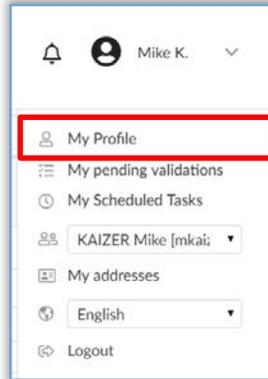
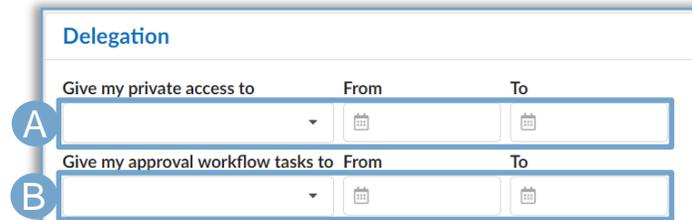


## Step-by-Step Instructions for Delegating Purchase Requisition Approvals

1 Log in to Ohio Buys. From the homepage, click on your **Profile** at the top right-hand corner of the screen and select **My Profile** from the drop-down menu.



2 Under the Delegation section:



- 2 a) To give access to your account to another user (e.g., your Admin) click **Give my private access to** and select a user from the drop-down menu. Then specify a start and end date in the **From** and **To** fields respectively. If a delegate transacts in the system on your behalf, Ohio Buys will log a record of any transactions they have completed in the Workflow tab of a requisition.
- b) To assign another user your approval workflow tasks (e.g., if you are on vacation or long-term leave) click **Give my approval workflow tasks to** and select a user from the drop-down menu. Then specify a start and end date in the **From** and **To** fields respectively.

3 Select the **Save** button.

