



Concur Government Edition (CGE) Job Aid: Delegating and Revoking Authority from one User to Another

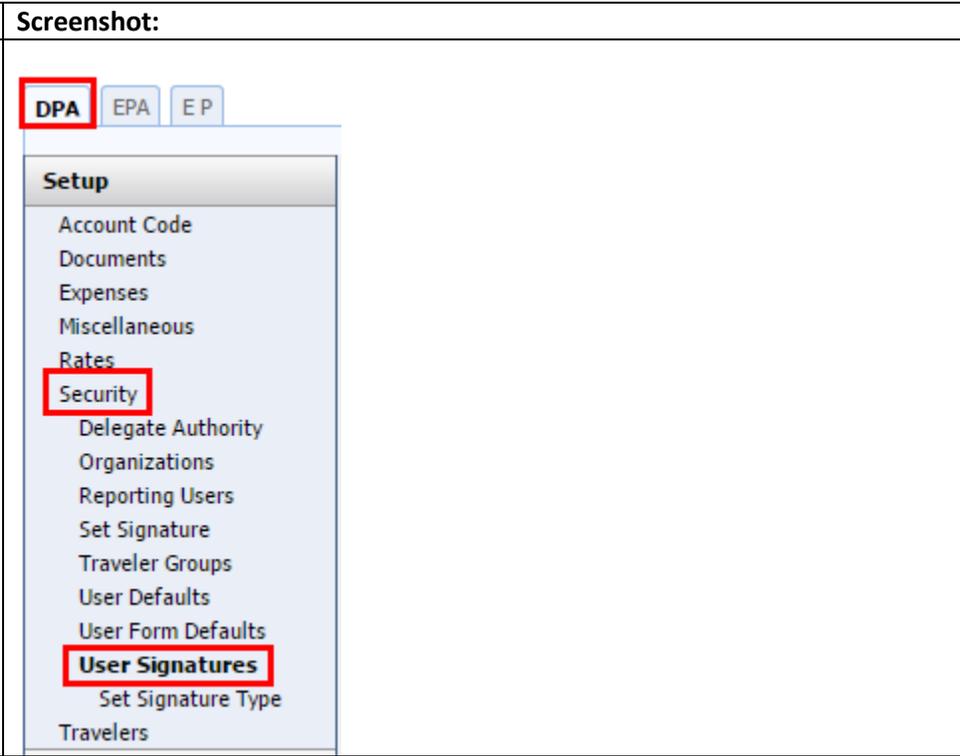
Purpose: To provide a step-by-step guide to delegating a User's authority in CGE, thereby allowing another user to stamp a document in a routing list on their behalf. This also demonstrates how to revoke that authority.

Audience: FATA 7s

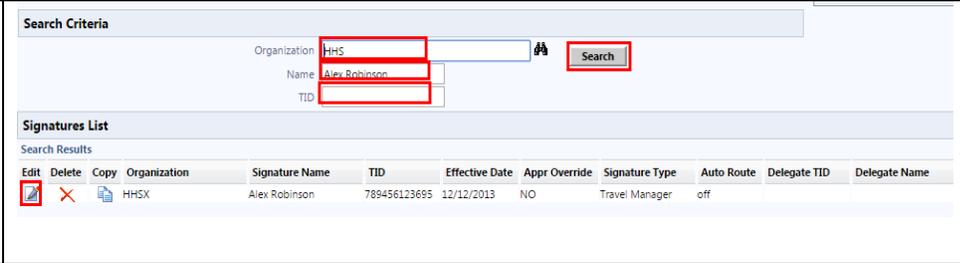
<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: Select Administration tab From the Home page of CGE select the Administration tab. Then select TAVS Admin.</p>	

Instruction:

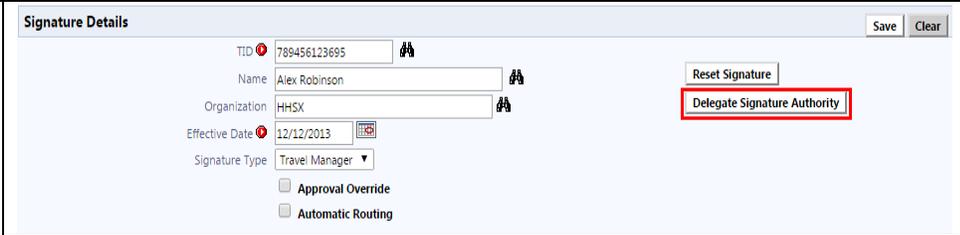
Step 4: Select User Signatures
 From the DPA (Document Preparation Administration) tab, select Security and then select User Signatures.



Step 5: Search for User
 In the Search Criteria section, enter the Organization (or search for the Org by selecting the binoculars), the Name and/or TID (Traveler ID) of the User from whom you want to delegate authority to another User. Select the edit icon to the left of the name.

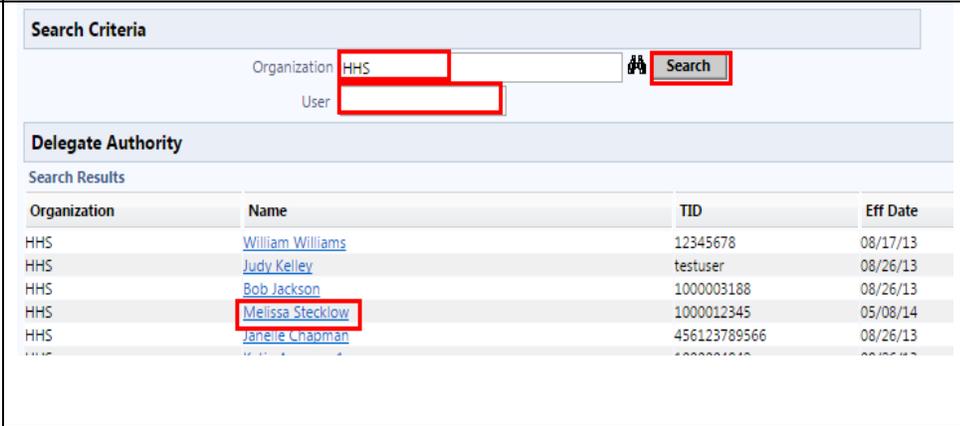


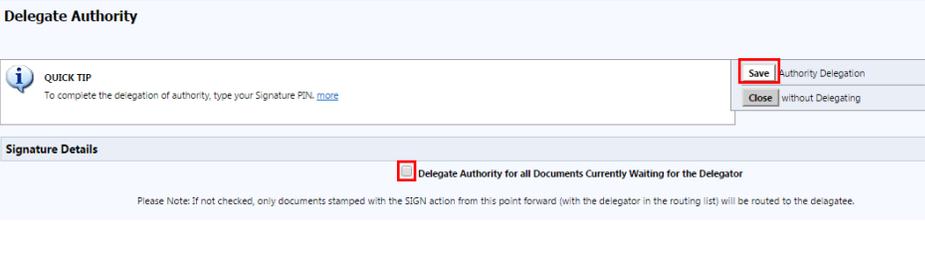
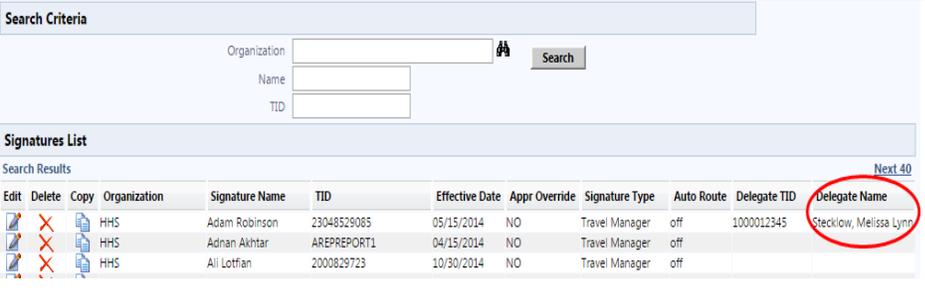
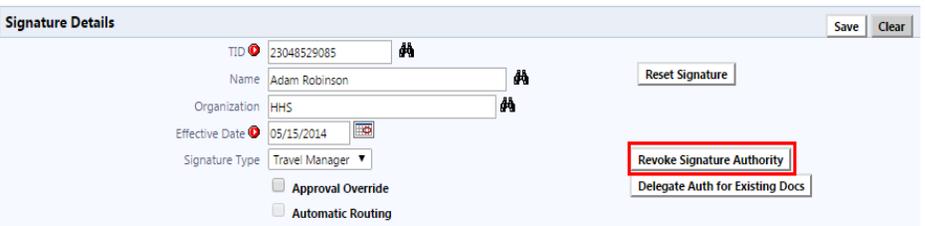
Step 6: Delegate Authority
 Select the Delegate Signature Authority button to begin. Select OK when prompted.



Step 7: Search for Delegate
 Search for the User to whom you want to delegate the previous User's authority by selecting the name in the Search Results list. You can narrow your search by entering an Organization and User in the Search Criteria fields and selecting Search.

Note: Be sure to check the user roles of this User before delegating authority. This can be found in the profile under User Administration.



Instruction:	Screenshot:																																																
<p>Step 8: Complete Delegation Select the Save button to complete.</p> <p>Note: To delegate documents that are already in the delegator's queue, select the check box next to "Delegate Authority for all Documents Currently Waiting for Delegator".</p>																																																	
<p>Step 9: Verify Delegation The name of the delegate should now appear in the Delegate Name column on the right.</p>	 <table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Organization</th> <th>Signature Name</th> <th>TID</th> <th>Effective Date</th> <th>Appr Override</th> <th>Signature Type</th> <th>Auto Route</th> <th>Delegate TID</th> <th>Delegate Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Adam Robinson</td> <td>23048529085</td> <td>05/15/2014</td> <td>NO</td> <td>Travel Manager</td> <td>off</td> <td>1000012345</td> <td>Stecklow, Melissa Lynn</td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Adnan Akhtar</td> <td>AREPREPORT1</td> <td>04/15/2014</td> <td>NO</td> <td>Travel Manager</td> <td>off</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>All Lottfan</td> <td>2000829723</td> <td>10/30/2014</td> <td>NO</td> <td>Travel Manager</td> <td>off</td> <td></td> <td></td> </tr> </tbody> </table>	Edit	Delete	Copy	Organization	Signature Name	TID	Effective Date	Appr Override	Signature Type	Auto Route	Delegate TID	Delegate Name				HHS	Adam Robinson	23048529085	05/15/2014	NO	Travel Manager	off	1000012345	Stecklow, Melissa Lynn				HHS	Adnan Akhtar	AREPREPORT1	04/15/2014	NO	Travel Manager	off						HHS	All Lottfan	2000829723	10/30/2014	NO	Travel Manager	off		
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<p>Step 10: Revoke Authority To revoke authority, search for User (Step 5) and select the Revoke Signature Authority button. Select OK when prompted.</p>																																																	

You have successfully delegated and revoked authority from one User to another in CGE!