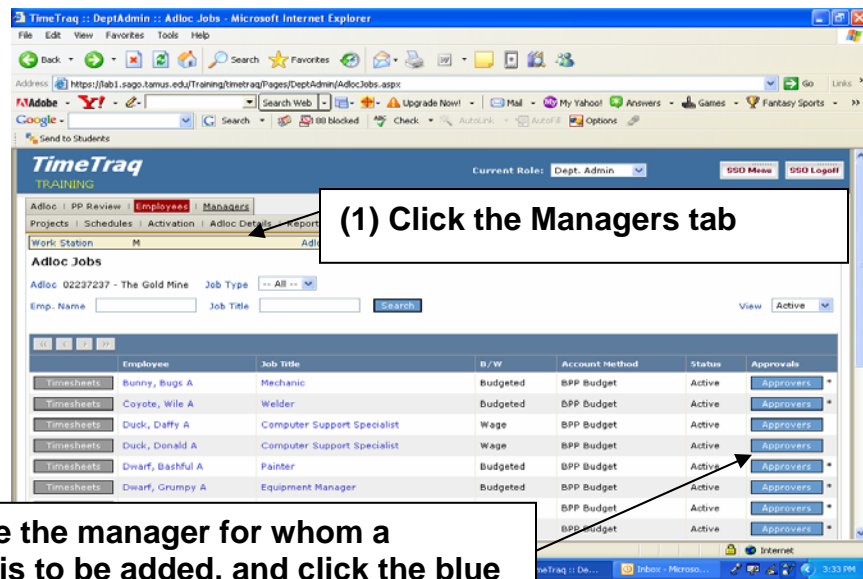


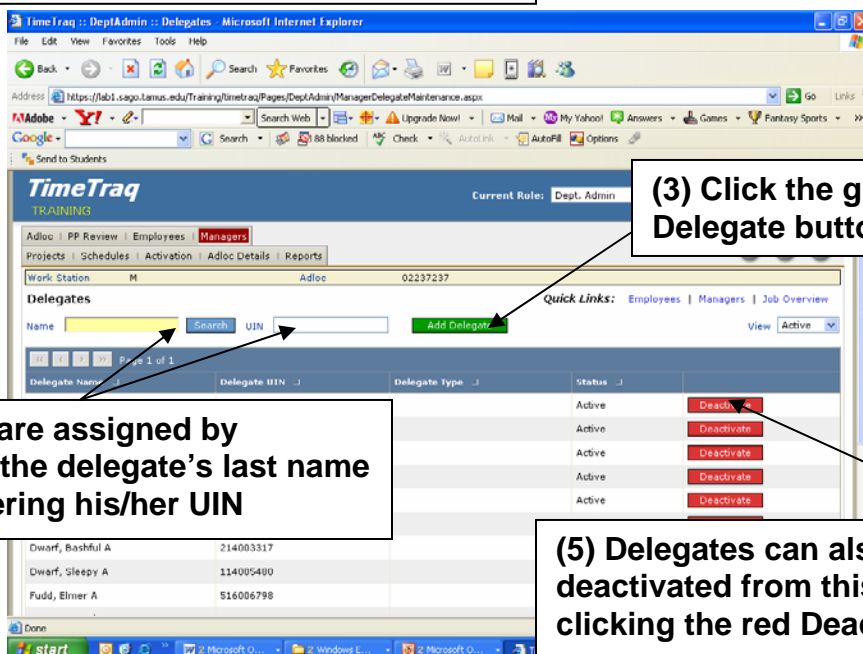
Delegate Setup

TimeTraq and LeaveTraq share the same delegates; therefore, a manager in LeaveTraq may not require any additional delegates to take on his/her role as a TimeTraq manager. Delegates added to a manager's setup for TimeTraq purposes are also added to LeaveTraq. This is true of LeaveTraq as well; therefore, care should be given when adding delegates

To add delegates to a TimeTraq manager,



(2) Locate the manager for whom a delegate is to be added, and click the blue Delegates button



(3) Click the green Add Delegate button

(4) Delegates are assigned by searching for the delegate's last name or simply entering his/her UIN

(5) Delegates can also be deactivated from this screen by clicking the red Deactivate button

TimeTraq :: DeptAdmin :: Delegates - Microsoft Internet Explorer

Address: https://lab1.sago.tam.us.edu/Training/timetraq/Pages/DeptAdmin/ManagerDelegateMaintenance.aspx

Send to Students

Adloc | PP Review | Employees | **Managers**

Projects | Schedules | Activation | Adloc Details | Reports

Work Station M

Delegates

Name Search

View: Active
-- All --
Active
Inactive

Delegate Name | Delegate UIN | Status | Deactivate

Coyote, Wile A	316008098	Active	Deactivate
Duck, Daffy A	617000297	Active	Deactivate
Duck, Donald A	716008719	Active	Deactivate
Dwarf, Sneezzy A	117005940	Active	Deactivate
Dwarf, Happy A	914002535	Active	Deactivate
Dwarf, Grumpy A	814000674	Active	Deactivate
Dwarf, Bashful A	214003317	Active	Deactivate
Dwarf, Sleepy A	114005480	Active	Deactivate
Fudd, Elmer A	516006798	Active	Deactivate
Runner, Road A	417001877	Active	Deactivate
White, Snow A	713008257	Active	Deactivate

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Done

start | Microsoft O... | Windows E... | Microsoft O... | TimeTraq :: De... | Inbox - Micro... | 3:35 PM

(6) Inactive delegates can be viewed by changing the View filter to Inactive

TimeTraq :: DeptAdmin :: Delegates - Microsoft Internet Explorer

Address: https://lab1.sago.tam.us.edu/Training/timetraq/Pages/DeptAdmin/ManagerDelegateMaintenance.aspx

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TimeTraq TRAINING

Current Role: Dept. Admin | SSO Menu | SSO Logout

Adloc | PP Review | Employees | **Managers**

Projects | Schedules | Activation | Adloc Details | Reports

Work Station M Adloc 02237237

Delegates Quick Links: Employees | Managers | Job Overview

Name Search UIN Add Delegate View: Inactive

Delegate Name | Delegate UIN | Delegate Type | Status | Reactivate

Bunny, Bugs A	217003777		Inactive	Reactivate
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Done

start | Microsoft O... | Windows E... | Microsoft O... | TimeTraq :: De... | Microsoft O... | 3:42 PM

(7) Inactive delegates can be reactivated by clicking the blue Reactivate button