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,

1. Click the Managers tab
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
(6) Inactive delegates can be viewed by changing the View filter to Inactive

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