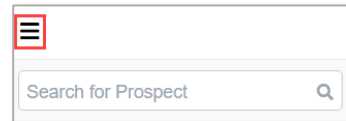## Assigning a Delegate in iProspect

*Before a recruiter can work on behalf of someone else, they need to be given permission in both dash and iProspect. The delegate must first have the security role of "Delegate" in dash. The directions for these dash steps are found in the **Assigning iProspect Access in dash** job aid. Then they must be given permission to work on behalf of an Executive or Recruiter in iProspect. These steps are found below. The steps that the delegate will take for logging in are found in the job aid **Working as a Delegate**.*
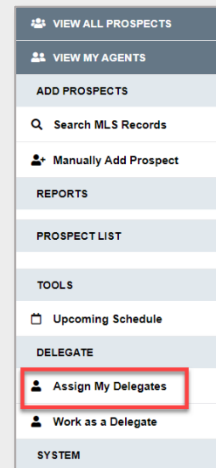
Before a delegate can begin working on behalf of someone else, they must sign into iProspect at least once. Then the person assigning them as their delegate will see the username available in the delegate list.

Note: While working as a delegate, all activities in iProspect will be recorded as completed by the recruiter or executive the delegate is associated with. You only need to make the assignment in iProspect once.

|	
From the dashboard, click **Menu.**	
Within the **Delegate** section, select **Assign My Delegates.**	
From the list of Available delegates: 1. Select the delegate(s) you wish to work on your behalf. 2. Click the **Transfer To** button ⟩ to add a delegate to the **Selected** column. Use the **Transfer From** ⟨ button to remove a delegate. Use the **Transfer All From/To** buttons ⟩⟩ ⟨⟨ to add/remove all delegates. 3. Click **Save**.	
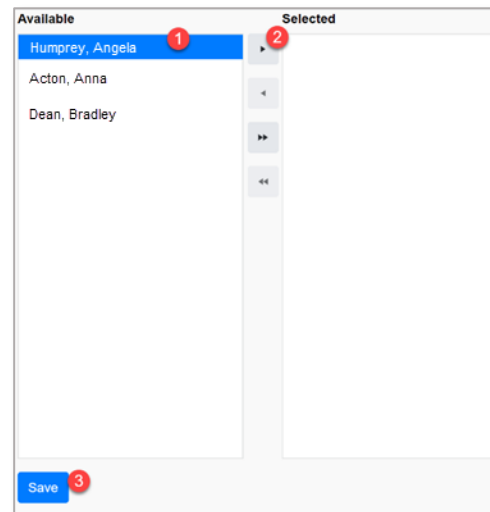
The selected delegate(s) will now be able to work on your behalf.